



1996

SEAALL Handbook Revision Materials, 1996

SEAALL

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From: Georgiana Wellford <gwellfor@leo.vsla.edu>
To: HAZEL JOHNSON <HLJOHNSON@sablaw.com>
Date: 1/4/96 9:55am
Subject: Re: 1995 SEAALL scholarship winners

According to HAZEL JOHNSON:

> > ** Low Priority **
> > Georgianna -
> I'm in the process (still) of updating the SEAALL handbook. When I was
> looking for the list of scholarship winners for 1995, I found the names did
> not get printed in the Southeastern Law Librarian or in the minutes of
> either 1995 meeting. I asked Sally Askew for the list and she tells me
> she sent it on to you in the box of materials she sent you in the fall. Could
> you locate that list and send me a copy at some point in the next couple
> of weeks? Thanks.
> > Hazel
> > ++++++
> Hazel Johnson
> Law Librarian 404-853-8740 (voice)
> Sutherland Asbill & Brennan 404-853-8806 (fax)
> 999 Peachtree St., NE hljohnson@sablaw.com
> Atlanta, GA 30305
> > >

Hazel, The List is as follows:

New Members:

Kathleen Miller Regent University AALL
Allen R. Moye Univ. of Richmond Library Degree
Sandra Young Dyer Univ. of N.C. SEAALL
Carol W. Gebel N.C. Supreme Court SEAALL

Continuing Members

Madeline Herbert La. State Univ AALL
Patricia Ann Wyatt Brown, Todd & Heyburn College
Louisville, Ky
Rhea A-L Ballard Georgia State Univ SEAALL
John P. Bissett Washington & Lee Univ SEAALL
Mary Smith Forman Akerman, Seterfitt & AALL
Edison, Orlando, FL

There is correspondence that Mary Smith Forman declined her award.

Let me know if you have any other questions.

Georgiana

--


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Hazel L. Johnson
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Memorandum

To: SEAALL Executive Committee

From: Hazel Johnson 

Date: September 6, 1996

Re: SEAALL Handbook Revision

Enclosed are copies of the materials that I sent to current committee chairs today. You have a copy of the form letter, copies of each committee section, and copies of a questionnaire for each committee. I've asked the materials to be returned by October 11. Joyce and Donna's packet also includes the materials relevant to the committees they chair.

The materials for the Local Arrangements and Scholarship Committees are not included. There was a delay in the transfer of files from last year's committee chair, but I expect Scholarship to be ready a couple of weeks after I receive the materials Reba is sending to Jim. Jim has asked Alva to work on materials for Local Arrangements, but that may have to wait until after the Tallahassee meeting.

Regarding the sections I discussed in my email earlier this week:

Nominating Committee has been given responsibility for announcing the slate and I'll notify Carol. Since the Secretary counts the ballots, perhaps she/he should announce the winners. President is also a possibility.

I left the sections on budgeting and reimbursement procedures as drafted until I receive responses from the entire Executive Committee and we can come to a consensus. The language will alert the committees that they will need to think about this and procedures can be established later.

I've edited the Reports section to require a preliminary report for presentation at the summer meeting. The President should have delivered any special charges by then and the committee should have gotten started on continuing projects or new initiatives. If not, this is a good way to encourage them to do so. The final report will be due prior to the spring meeting so it can be distributed in some form or fashion during the meeting and can make it into the *Southeastern Law Librarian* if necessary.

We all think two year terms for committee members is a good idea, but have some different ideas about implementation. The handbook statements are general enough to suffice until we decide on procedures.

Stationery has become the responsibility of the Secretary and committees will request it when needed. We should probably address whether it should be required for committee correspondence to outside entities (e.g. letters from Government Relations Committee to elected representatives, letters from Membership Committee soliciting new members, etc.).

Look for a (hopefully) final version of the officer sections later in the month. Thanks for you help. As always, comments are welcome.

Hazel L. Johnson
Law Library Services Consultant

*4709 Lakeview Estates Drive
Northport, Alabama 35476
205-339-7514
e-mail: hjohnson@tusc.net*

September 6, 1996

FIELD(Name)
FIELD(Position)
FIELD(Address1)
FIELD(Address2)
FIELD(Address3)
FIELD(City)

Dear FIELD(Firstname):

Thank you for your comments on the previous draft of the SEAALL Handbook which Jim Heller forwarded to me. The modifications and project lists you submitted have been incorporated into this draft. Other revisions and enhancements include a preliminary budgeting and reimbursement process. For one final review, I've enclosed the following:

1. Pages for the FIELD(Committee) Committee,
2. Pages describing committee responsibilities generally
3. The general chapter calendar

The pages are also being sent to previous committee chairs and the Executive Committee for review.

The purpose of the Procedure Manual and Handbook is to document the responsibilities and procedures of each SEAALL officer and committee for future officers and committee chairs. This will provide for more efficient chapter functioning and should make annual transitions easier. Consequently, I have a few additional questions about the functions and procedures of the FIELD(Committee) Committee.

Please review the enclosed materials, complete the questionnaire and return it to me by October 11, 1996. This is our opportunity to document SEAALL procedures for our successors.

Thanks very much for your assistance.

Sincerely,

Hazel L. Johnson

Enclosures

SEAALL HANDBOOK REVISION

Committee Questionnaire

PART I: **FIELD(Committee2)** COMMITTEE GENERAL PROCEDURES

A. CHARGE --

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

B. ARTICLES AND BYLAWS STATEMENTS --

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]

C. COMPOSITION OF COMMITTEES --

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?
2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

D. RESPONSIBILITIES -- Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES --

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

2. Question: Should other committees be included?

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there any specific expenses of the FIELD(Committee) Committee that have traditionally been absorbed by the chapter?

G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

2. Question: Are there other items that you wanted to receive?

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the FIELD(Committee) Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the FIELD(Committee) Committee that should be included? Do you have copies?

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

A. Are there FIELD(Committee) Committee deadlines that need to be added to the General Chapter Calendar?

PART III: QUESTIONS SPECIFIC TO GOVERNMENT RELATIONS COMMITTEE:

Question: In your correspondence with Jim, under section D responsibilities, you listed "Draft letters to elected and appointed officials." Should that be clarified to indicate the issues the letters should concern?

Question: Are there procedures for getting approval from the Executive Committee before you communicate with elected or appointed officials?

PART III: QUESTIONS SPECIFIC TO MEMBERSHIP COMMITTEE:

Question: In your correspondence with Jim, in the section on Calendar of Responsibilities, you have noted that you would "Contact the Program Chair with new members's names for badges". Wouldn't it be easier to arrange with the Local Arrangements Committee to have a check-off box on the Registration Form?

Question: In the section where you suggest we recognize retiring members, how would you handle the potential requests for life membership?

Question: Should the Membership Committee be the group that recommends folks for life membership?

PART III: QUESTIONS SPECIFIC TO NEWSLETTER/PUBLIC RELATIONS COMMITTEE:

Question: In the Responsibilities section, under Projects, I've listed a number of sections that typically occur in each issue of the newsletter and also some specific announcements that should appear in specific issues. I picked up some of them from previous issues and others from your correspondence with Jim. When relevant, these same sections also appear on the calendar for the committee who is responsible. Please review and let me know if sections are missing or if the issue is incorrect.

PART III: QUESTIONS SPECIFIC TO THE NOMINATING COMMITTEE:

Question: According to an old issue of the *Southeastern Law Librarian* (April 1990), a standard form for candidate biographical information was developed. Has this survived the transfer of files? If so, is there an electronic copy? (I'll take paper if that's all I can get).

Hazel L. JOHNSON**Law Library Services Consultant****4709 Lakeview Estates Drive; Northport, Alabama 35476; 205-339-7514****FAX Transmission**

To: <i>Richard Boaz</i>		From : Hazel L. Johnson
Fax Number : <i>304-340-1093</i>		Company : Law Library Services Consultant
Date : <i>9/4/96</i>	Time :	For Information Call: 205-339-7514
Subject : <i>SEALL Handbook</i>		Fax Number :

Richard -

*These are some issues that need resolving
for the SEALL Handbook. Please review and
let me know what you think - by Monday
if possible - Thanks*

Hazel

From: Self <Single-user mode>
To: Jim Heller, Donna Bausch, Connie Matzen, Joyce Janto
Subject: SEALL Handbook Questions - <very long>
Date sent: Fri, 30 Aug 1996 08:57:43

I'm planning to send out the revised committee sections to current committee chairs, selected previous committee chairs and the Executive Committee on Tuesday or Wednesday of next week. In addition to general review, I have specific information that I need from each committee chair in order to complete the Handbook. I will provide you with copies of the cover memos. The committee chairs will be asked to review their sections and return to me with any comments by October 1.

I have not yet addressed the changes proposed in the Officer section as it was more complete than the Committee section, but will be working on it in September. If you have any additional comments on your own section, please let me know.

The questions below deal with some unresolved issues that I feel need to be addressed by the Executive Committee. Please let me know how each should be resolved. As you review them, keep in mind that the purpose of the Handbook is to document the policies and procedures of the chapter for future leaders so less time is spent re-inventing the wheel. Those items that seem obvious to us may not be so obvious three years from now.

1. What entity should announce the slate of candidates to the membership? President, Secretary or Nominating Committee?

The Articles and Bylaws do not address this. I suggest Nominating as it would be one less thing for Pres or Secy to do and would raise the profile of the committee a little.

2. A preliminary committee report was theoretically required prior to the Spring meeting with a final report prior to the summer meeting. With the modification in the change of committee chairs and officers, is the summer meeting too soon to require a preliminary report. Should the preliminary committee report be eliminated? Should the report continue to be required as a way to force committees to get busy?

3. Our non-profit status requires that we prepare a budget for the chapter. I don't recall seeing one in recent years. Does a budget process exist? If so, please let me know what the process entails so it can be documented for the committees. If not, a process needs to be established. I've included references to budget preparation in the chapter calendar and in each committee section, but they are not complete. Who will make budget proposals for the coming fiscal year? Current committees? When will they be due for approval by the Executive Committee? Who will present the budget to the membership? When? Who will transmit it to the Registered Agent?

4. There is a general statement in each committee section that regular committee expenses will not be reimbursed. This should be interpreted to mean telephone calls, correspondence between committee members etc. For those committees who have larger responsibilities, Membership, Newsletter/PR, etc. language has been included that authorizes specific expenditures. Please review and let me know if there are other items which should be included. I will also be asking the committee chairs about this.

5. I suggested to Jim that committee appointments should be made for two years to ensure continuity. He agreed, but seemingly only on the Education/Publications Committee. This policy would probably help all the committees function more efficiently and have put that language into the Handbook. [I exempted Program due to the high level of work involved, but an argument might be made for some of the slots to be two year with room for the Chair to add individuals]. This is a fairly significant change in procedure and probably should have Executive Committee approval and be announced to the membership in some way. Your thoughts?

6. There will be sections of the Handbook on the various quasi-administrative positions that have evolved for the chapter: Registered Agent, Archivist, Handbook Editor, Membership List Editor. These sections have not yet been written. Your thoughts on their future (i.e. if Pam Williams ever gets tired of keeping the membership list, will someone else be asked to do it?); on the responsibilities that should be included in their respective sections and on a name for the a group as a whole (they are not officers or committees) are needed.

7. What chapter position maintains SEAALL stationery? Are there guidelines for its use? Should there be? Should each committee automatically receive an initial supply or should they request if they need it?

8. What chapter position has responsibility for the supervision of SEAALL-L? What are those responsibilities? This may be another of those quasi-administrative functions like those in question 6.

I think that's all for now (aren't you glad). I would appreciate your thoughts on these issues within the next week or so if possible. Once you receive copies of the committee sections, let me know if you have suggestions on those also.

Hazel

rec'd 12/3

I have borrowed liberally from the Handbooks of ALLUNY, MALL and the D.C. chapter. If a statement from one of their handbooks seemed like something we should be doing, I included it and have highlighted it for your comment.

Chapter Calendar

The chapter calendar which is included is in very draft form. It will be complete when the handbook is, as I add things to it as I come across them. Comments and additions are welcome.

Overall Concerns

I am somewhat concerned about the projected length of the Handbook. As you can see, the Handbook now includes more than 70 pages. When the enclosed Table of Contents was created, there was no content in the Treasurer, Immediate Past President, and Executive Committee sections and little in the committee sections. I have utilized a 10 point font for the sections you have received. Please let me know if you think they are readable or if I am worrying unnecessarily over the length.

yes!
Content is most
important!

I have requested copies of the Executive Committee minutes from Mary Forman, Registered Agent and may be supplementing each section with new materials as I discover them. If any of the materials in your section are inaccurate please correct them.

I would very much appreciate receiving the answers to my questions and your comments by December 5 if at all possible.

Hazel:
I think I asked just as
many questions that I
answered! (3)
Rhea

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Do we need a purpose stat.? What is the purpose of this Handbook.

Since procedures are included with SEALL history, this should probably be put in a notebook, (choose of format) so we can add updated info easily.

Chapter Calendar

July

- Chapter Business meeting held at AALL annual meeting
- Executive Committee meets prior to Chapter Business Meeting
- Vice-President/President-Elect becomes President at end of business meeting
- Newly elected officers and new committee chairs are presented to the membership and assume positions at end of meeting
- Chapter Handbook distributed to new officers and committee chairs

August

- All appropriate records are conveyed to new officers and committee chairs (*by August 1*)[*is this enough time?*]
- Quarterly financial report prepared by Treasurer
- *Southeastern Law Librarian* printed (issue 4)

September

-
-

October

-
-

November

- Quarterly financial report prepared by Treasurer
- *Southeastern Law Librarian* printed (issue 1 of new volume)

December

-
-

January

- Chapter Mid-year report due to AALL -- *is this date accurate?*
-

February/March

- Preliminary committee reports *due two weeks prior to annual meeting -- is this enough time for President to prepare for distribution*
- *Budget requests for upcoming year due -- do we prepare a budget/if not, aren't we supposed to for incorporation purposes?*
- Quarterly financial report prepared by Treasurer
- *Southeastern Law Librarian* printed (issue 2)

March

- Nominating Committee presents slate of candidates to President
-

March/April

- Chapter Annual Meeting and Educational Institute held
- Executive Committee meets prior to annual meeting
- Service to SEALL award presented at annual meeting
- Full year financial report prepared by Treasurer
- Committee volunteer form distributed during annual meeting

April

- Chapter Annual Report due to AALL [is this accurate?]
- Registered Agent files chapter annual report with Florida Secretary of State
- Dues notices mailed, payable by _____
- Committee volunteer form distributed with dues notice
- Executive Committee accepts slate of candidates, President announces slate $\frac{1}{2}$ forwards to Secretary

Is this slate what
the Pres. gives the Sec.
in sec. Res. proposals
(C)(2)(b)?

May

- Secretary mails ballots on May 1
- *Southeastern Law Librarian* printed (issue 3)

June

- Ballots due to Secretary on June 1
- Candidates notified of election results by President
- Final committee reports due 2 weeks prior to AALL annual meeting [enough time?]

Secretary

Is the Sec. also suppose to act as parliamentarian?

A. General Responsibilities

1. The Secretary prepares minutes for all Board and Society meetings, supervises the elections process and supervises the *Articles of Incorporation* and *Bylaws* amendment process.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)

not the past Pres. too?

2. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)

3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. 1)

4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)

5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)

6. The secretary shall be elected by mail ballot in May of each even numbered year. (Bylaws, Art. III, Sec. 2)

7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (Bylaws, Art. III, Sec. 2)

8. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:

- a. notice shall be published in the Chapter newsletter *Southeastern Law Librarian* or its successor, at least 90 days prior to balloting, or
- b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)

✓ [Note: although not specifically directed in the Bylaw^s, the secretary is responsible for providing a copy to the Chapter newsletter as directed in item a above.]

9. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (Bylaws, Art. IV, Sec. 2)

C. Responsibilities

1. Minutes

Why bigger print size?

- ? > How can sec. have minutes 2 weeks before the meeting?
- a. Attends all Chapter and Executive Committee meetings and prepares the official minutes of all business conducted.
 - b. Within two weeks ^{after the} of date of meeting distributes written Chapter meeting minutes to:
 - (1) All Executive Committee members for their approval and upon receiving said approval to
 - (2) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (3) The Editor of *Southeastern Law Librarian* for publication in the next issue.
 - c. Within two weeks ^{after the} of date of meeting distributes Executive Committee meeting minutes to:
 - (1) All Executive Committee members
 - (2) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (3) Editor of *Southeastern Law Librarian*
 - (4) Any Committee chair or Chapter member who attended the meeting or whose work might be significantly affected by an action of the Board taken at the meeting.

2. Elections

- a. Supervises the elections process in concert with the Nominations Committee and the President.
- b. Obtains from the Nominations Committee or President the complete list of all candidates for all positions. Obtains from the President the names of any candidates submitted by written petition to the President in compliance with the *Bylaws*.
- c. Obtains from the Nominations Committee biographies of all candidates. **[how does this actually work?]** *I've looked in the files & all I can tell is that the Nominations Comm. asks the candidates for bios. The Comm. then forwards the info. to the secretary. (You may want to ask Donna Bausch how it worked.)*
- d. Prepares the biographies in a uniform format (so as not to be prejudicial to any candidate). Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name.
- e. The cover letter instructs voters to mark their ballots, seal them in a plain envelope provided and return them to the Secretary by a specified date in the covering envelope, also provided. **[The covering envelope, when it is sent to each voter, should have as its return address the name and address of the voter.]** The envelope should be addressed to the Secretary **[and the words "Official Ballot" printed on the outside.]**
- ✓ f. This collection of material (cover letter, biographies, and ballot) is mailed ^{to} all members in compliance with the *Bylaws* (Art. 1, Sec. 2)
- g. The Secretary maintains a count of the ballots mailed and received and counts the vote.
- h. The names of successful candidates are conveyed to the President immediately upon conclusion of counting for the purposes of notification of said candidates.
- i. At the Chapter Business meeting following the election, the Secretary should request permission of the membership to destroy the ballots.

3. Articles and Bylaws Amendments Process

- a. The Secretary receives proposed amendments to the Articles or the Bylaws and, following

Executive Committee approval, prepares the final text.

- b. Notice shall be given to members in one of the following ways:
 - (1) by publication in the *Southeastern Law Librarian* at least 90 days prior to balloting, or
 - (2) by mail to all members at least 30 days prior to balloting. (Bylaws, Art. IV, Sec. 1)
- c. In the event of a mail ballot,
 - (1) the Secretary prepares the proposed amendments and ballot, including any explanatory material deemed necessary by the Executive Committee or the Articles and Bylaws Committee and issues the ballot following the procedures establishing for election balloting.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - (a) The Executive Committee
 - (b) The Registered Agent as identified in the Articles of Incorporation
 - (c) The Handbook & Procedures Manual Editor
- d. In the event of a voice ballot during a Chapter meeting,
 - (1) the Secretary assists the President and the Chair of the Articles and Bylaws Committee in preparing for and conducting the vote.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - (a) The Executive Committee
 - (b) The Registered Agent as identified in the Articles of Incorporation
 - (c) The Handbook & Procedures Manual Editor

[who is responsible for maintaining a current copy of the articles & bylaws? *Who should be?* ? But it should probably be the secretary

4. Correspondence with AALL

- a. The Secretary is responsible for notifying the AALL Newsletter or the appropriate newsletter columnist(s) of all upcoming meetings, election of officers, appointment of newsletter Editor, and chapter events. A report of the Annual Meeting should be sent to the Chapter News column. *[is this the manner in which this actually works?]*

A 1988 memo said the Sec. is suppose to keep other chapter officers informed.

don't know, ask Donna Bausch

D. Special Authority

- 1. None

E. Reimbursement of Expenses

- 1. *[are there policies on reimbursement of secretary's expenses? which ones?]*

↳ couldn't find anything in the sec. files.

F. Chapter Records

1. Receive from predecessor

- a. Official Chapter Correspondence for at least the previous three years
- b. Minutes of Chapter meetings for the previous three years and significant handouts at Board meetings

2. Collect during term

- a. Current copies of the above items

3. Convey to successor/Archives

- a. Updated Correspondence and Minutes file
b. All significant Society Correspondence deemed too old to be transmitted to the successor should be submitted to the Society's archives if it is deemed to have historical value.

*What is that?
over 3 years old?
I have stuff in the files
from 1984!*

G. Calendar of Responsibilities

1. First year of term

- July** Attend Executive Committee meeting at AALL annual meeting if requested by President
Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of summer Chapter Business Meeting
August *Receive documents from outgoing secy*
March/April Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings

when wouldn't the sec. be there?

- April/May** Distribute minutes to Executive Committee, Editor of chapter newsletter

- May** Mail ballots for election of officers by May 1

- June** Ballots returned to Secretary by June 1
Notify President, Editor of chapter newsletter of election results

what about AALL Newsletter?

2. Second year of term

- July** Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting

- August** Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent and any Committee Chair affected by Executive Committee action
Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter.

- March/April** Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings

- April/May** Distribute minutes to Executive Committee, Editor of chapter newsletter

- May** Mail ballots for election of officers by May 1

- June** Ballots returned to Secretary by June 1
Notify President, Editor of chapter newsletter of election results

- July** Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting

August forward documents to incoming secretary

H. Relevant Chapter Forms

1. Sample Ballot
2. Sample Ballot cover letter
3. Sample candidate biographical information
4. Sample Chapter meeting minutes
5. Sample Chapter Executive Committee minutes

Hazel L. Johnson
Law Library Services Consultant

file copy

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Memorandum

TO: Richard Boaz, Connie Matzen
FROM: Hazel Johnson
RE: SEAALL Handbook
DATE: April 1, 1996

Enclosed are the sections of the SEAALL Handbook that pertain to your office. Please remember this is still in draft format and I'm very interested in hearing from you whether any of the outlined procedures need to be modified. This version **does not** reflect the changes made by the modifications to the articles and bylaws. My goal is to get those to you by the end of the month.

file copy

Hazel L. Johnson
Law Library Services Consultant

4709 Lakeview Estates Drive
Northport, Alabama 35476
205-339-7514
Email: hjohnson@tusc.net

Memorandum

TO: Donna Bausch, Jim Heller
FROM: Hazel Johnson
RE: SEAALL Handbook
DATE: April 1, 1996

Enclosed are the current pages from the SEALL Handbook that deal with officers. As you will be able to tell pretty quickly, these pages do **not** reflect the changes in the committee structure or the changes in the Articles and By-Laws. I'll try to make those changes and get them out to you by the end of the month. I'll also forward the remaining sections on committees later this week.

You can also let me know how you want to proceed with finishing this up (not that I ever expect to finish it). My suggestion would be to send the sections to the various committees after I change all the calendar information and let them work through with it for a year to see if the procedures really work. They can also collect any forms that are currently in use and forward them to me for inclusion. Prior to the Tallahassee meeting, I'll incorporate all the suggested changes from the committees (if there are any) and the Board can review the entire document for adoption or further modification at the meeting. After making those changes, the document can be distributed.

There are several procedural questions that have come up, but I think I will wait until you get the whole Handbook before sending them on. Please ignore any font or formatting problems - I've not yet tried to clear all that up. Content seemed to be most important.

Connie asked to see the Secretary's section and I'm sending the Treasurer's section to Richard (yes, it should have gone to him last year, but I really expected to be finished with this by the Pittsburgh meeting - what is that saying about good intentions?)

file

Hazel L. Johnson
Law Library Services Consultant

4709 Lakeview Estates Drive
Northport, Alabama 35476
205-339-7514
Email: hjohnson@tusc.net

Memorandum

TO: Donna Bausch, Jim Heller

FROM: Hazel Johnson

RE: SEALL Handbook, part 2

DATE: April 15, 1996

Enclosed are the current pages from the SEALL Handbook that deal with committees. As was the situation with the officer pages, these pages do **not** reflect the changes in the committee structure or the changes in the Articles and By-Laws (the primary change being inaccurate dates. These pages are also much less specific with regard to specific committee responsibilities. This is primarily due to less than overwhelming response from the committee chairs who reviewed the pages a year or so ago and my failure to follow-up with them

After reviewing these, we can talk about how to collect the additional information that is needed. As I stated previously, my suggestion would be to send the sections to the various committees after I change all the calendar information and let them work through with it for a year to see if the procedures really work. They can also collect any forms that are currently in use and forward them to me for inclusion. Prior to the Tallahassee meeting, I'll incorporate all the suggested changes from the committees (if there are any) and the Board can review the entire document for adoption or further modification at the meeting. After making those changes, the document can be distributed.

Happy reading!

printed 12/28

Hazel L. Johnson
Law Library Services Consultant

Thanks to Ed Edmonds, Law Library Director at Loyola University School of Law Library in New Orleans, unofficial archivist for the Southeastern Chapter, for collecting and housing the materials that made writing this chapter possible. Cited source materials that are available in the Chapter Archives are indicated.

1. Sarah Leverette and Lucile Elliott, History of the Carolina - South Eastern Chapter, 1937- 1955, 49 Law Libr. J. 180 (1955), at 180. The article by Miss Leverette and Miss Elliott, founding members of the Carolinas Chapter and the Southeastern Chapter, discusses the period from the founding of the North Carolina Law Librarians to the creation of the Southeastern Chapter in detail and is recommended to those interested in the early history of the chapter.

2. *Id*, at 181.

3. The procedures governing the establishment of chapters were adopted by AALL during the 1939 Annual Meeting in San Francisco. See 32 Law Libr. J. 270 (1939) cited in Chapter Petition Filed by D.C. Law Librarians, 34 Law Libr. J. 335 (1941).

4. See, Dues Notice, Newsletter of the Southeastern Chapter of the American Association of Law Libraries, Jan. 1, 1957, at 3, [hereinafter SEAALL Newsletter]; Dues Notice and Invoice, SEAALL Newsletter, Feb. 10, 1958, at 3, SEAALL Archives, Loyola University School of Law Library, New Orleans, LA [hereinafter SEAALL Archives].

5. Leverette and Elliott, *supra* note 1, at 183.

6. *Id*, at 184.

7. [Dillard] Gardner, The Carolina Chapter - Co-operative Law Libraries, 41 Law Libr. J. 321 (1948).

8. Leverette & Elliott, *supra* note 1, at 184.; Letter from Mary Oliver, President of the Carolinas Chapter of AALL, to Sarah Leverette, Law Librarian, University of South Carolina Law Library, 1 (Jan. 29, 1953), SEAALL Archives; Letter from Leverette to Oliver, 1 (Feb. 17. 1953), SEAALL Archives.

9. Leverette and Elliott, *supra* note 1, at 184 - 185.

10. Letter from Mary Oliver, *supra* note 8, SEAALL Archives.

11. Minutes of the Carolinas Chapter, American Association of Law Libraries, September 9, 1953, SEAALL Archives, [hereinafter, Carolinas Chapter

*J. Heller edits
apr. 96*

Officers

President

E. General Responsibilities

The President serves as chief administrative officer of the Chapter, presides at all meetings, signs all contracts and represents the Chapter before the American Association of Law Libraries

F. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. The vice-president - president elect shall serve as vice-president and shall automatically become the president after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (Articles, Art. VI, Sec. I)
2. In the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the vice-president - president elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. (Articles, Art. VI, Sec. I)
3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for more than two consecutive terms. (Articles, Art. VI, Sec. I)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. I)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. (Articles, Art. VII, Sec. 1)
6. The president shall appoint all members of the standing committees. Special committees may be created as necessary. The president shall appoint all members of the special committees. (Articles, Art. VIII) [Note: In practice, this occurs in the spring while the President is completing his/her term as Vice-President/President-Elect.]
7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. The president shall provide reasonable notice of such meetings to each member of the Chapter. (Bylaws, Article II, Sec. 2)
8. The president shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by ~~March 1~~ ^{Nov. 1} in the year which the officer is elected: Vice-President -- President Elect; Secretary; Treasurer (Bylaws, Article III, Sec. 1)
9. Amendments of these Bylaws shall be submitted to the American Association of Law Libraries committee on constitutions and bylaws by the president upon adoption by the membership of the Chapter. (Bylaws, Art. IV, Sec. 4)

G. Major Responsibilities

1. Meetings

- a. The President is the presiding officer at all meetings of the Chapter and of the Executive Committee. Meetings of the Chapter and the Executive Committee are governed by the current edition of Robert's Rules of Order.
- b. The President sets, or confirms in conjunction with the Executive Committee, the date and place of all Chapter Meetings.
- c. The President chooses the option of hosting a visit from an AALL Board representative at the annual Chapter meeting.
- d. Hosts for the annual three day spring convention meeting should be solicited by the President at least two years in advance. The President is responsible for any negotiations between the Chapter and other chapters in connection with a joint meeting.
- e. The President handles all arrangements for the Chapter Business Meeting traditionally held during the AALL annual convention.
- f. The President sets the date and place of all Executive Committee meetings. He/She prepares the agenda for all meetings and ensures that information regarding the meetings is properly distributed. The President requests attendance by those Committee Chairs having concerns or issues requiring Executive Committee attention. Candidates for Vice-President/President-Elect may be invited to attend the Executive Committee meeting held during the Chapter annual meeting, at the President's discretion.

2. Appointments

- a. **Committees.** The President makes appointments to all standing and special committees from volunteers who are solicited in the ^{winter} spring of each year. A Fall Committee Volunteer Form is included in the mailing of dues notices in the spring of the year prior to the commencement of committee service and is printed in the Spring issue of the *Southeastern Law Librarian*. Fall
- b. **Special Committees.** The President may form special committees as authorized by the Articles of Incorporation for a specified purpose for a specific or indefinite period of time.
- c. **Appointment Guidelines.** The President attempts to balance committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members. Committee chairs, when possible, should have served on the committee the previous year.

3. Chapter Administration

- a. **General Administration.** The President is responsible for the performance and enforcement of all Chapter rules and procedures
- b. **Elections.** The President receives the proposed slate of candidates from the Nominations Committee and presents the slate to the members.

reimbursed by the Chapter.

J. Chapter Records

1. Receive from predecessor

By ~~mid-August~~ ^{May 15} of the year he/she assumes office, the President receives from the Immediate Past President the set of President's Records consisting of the following:

- a. Minutes of all Chapter and Board meetings for the previous three years
- b. Originals of all current Chapter contracts
- c. Copies of any Local Arrangements contracts
- d. Official current copy of Chapter's *Articles of Incorporation and Bylaws*, and all amendments pending or approved the previous year
- e. Official copy of the Chapter *Handbook & Procedure Manual*
- f. Copy of the AALL *Bylaws* and the President's Annual Report to AALL for the previous three years
- g. President's Correspondence file
- h. Final Chapter Budgets for the previous three years
- i. Annual Reports and Budget Requests of Committees for the previous two years
- j. Copies of meeting announcements and meeting agendas for the previous two years.

2. Collect during term

- a. Minutes of all Chapter and Executive Committee meetings
- b. Contracts, contract proposals (RFPs), and bids received
- c. *Bylaws* amendment proposals and approved amendments
- d. *Procedures Manual* changes as formulated in policies adopted by the
- e. Significant correspondence
- f. Final Chapter Budget and Audit Report
- g. Annual reports and Budget requests of Committees and SIS's
- h. Meeting announcements and meeting agendas

3. Convey to successor/Archives

At the end of his/her term, the President reviews the records in his/her possession and, if needed, submits to the Archives, the oldest year (no less than three years from the present) of minutes, *Southeastern Law Librarian*, correspondence and other documents.

The remaining materials are listed above are conveyed to his/her successor by May 15.

K. Calendar of Responsibilities

July Attends annual meeting of AALL

Attends the Council of Chapter Presidents meetings and participates in training activities.

Annual Chapter meetings
Assumes office at the Chapter Business Meeting; generally presents a memento of thanks to the outgoing President and sets forth an agenda of activities for the coming year.

August Conveys all appropriate records to the new President and receives the records of the Immediate Past President.

February/March Solicits from every Committee a preliminary annual report of the group activities and a proposed budget for the coming year. Such reports and budgets should be due no later than two weeks prior to the annual meeting

*along
begin
w/ March April*

~~June~~ Notifies candidates of election results.

Final committee reports due two weeks prior to Chapter Business Meeting.

L. Chapter Forms of Interest

1. Committee Volunteer Form

~~NOTE to~~
outgoing
President present
the newly installed
president an approved
panel at the conclusion
of the 1st Business mtg
during the Annual Spring meeting.
The panel needs.

The officers shall be elected at the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall have general supervision, management and control of the corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to the orders of the three highest officers of the corporation and the bylaws and in accordance with the policies agreed upon in this agreement. (Article IV, Sec. 1)

The president shall be elected for a term of one year and shall be eligible for re-election. The vice president shall be elected for a term of one year and shall be eligible for re-election. The secretary shall be elected for a term of one year and shall be eligible for re-election. The treasurer shall be elected for a term of one year and shall be eligible for re-election. The members of the Board of Trustees shall be elected for a term of one year and shall be eligible for re-election. (Article IV, Sec. 2)

The vice president shall be elected by the Board of Trustees for a term of one year and shall be eligible for re-election. The secretary shall be elected by the Board of Trustees for a term of one year and shall be eligible for re-election. The treasurer shall be elected by the Board of Trustees for a term of one year and shall be eligible for re-election. (Article IV, Sec. 3)

Resolutions
The Board of Trustees shall have the power to adopt and implement the

President §
sent to
Carol, Pam
& Joyce

PRES

Officers

President

A. General Responsibilities

The President serves as chief administrative officer of the Chapter, presides at all meetings, **[signs all contracts]** and represents the Chapter before the American Association of Law Libraries

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. The vice-president - president elect shall serve as vice-president and shall automatically become the president after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (Articles, Art. VI, Sec. I)
2. In the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the vice-president - president elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. (Articles, Art. VI, Sec. I)
3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. I)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. I)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. (Articles, Art. VII, Sec. 1)
6. The president shall appoint all members of the standing committees. Special committees may be created as necessary. The president shall appoint all members of the special committees. (Articles, Art. VIII) [Note: In practice, this occurs in the spring while the President is completing his/her term as Vice-President/President-Elect.]
7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. The president shall provide reasonable notice of such meetings to each member of the Chapter. (Bylaws, Article II, Sec. 2)
8. The president shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by March 1 in the year which the officer is elected: Vice-President -- President Elect; Secretary; Treasurer (Bylaws, Article III, Sec. 1)
9. Amendments of these Bylaws shall be submitted to the American Association of Law Libraries committee on constitutions and bylaws by the president upon adoption by the membership of the Chapter. (Bylaws, Art. IV, Sec. 4)

C. Major Responsibilities

1. Meetings

- a. The President is the presiding officer at all meetings of the Chapter and of the Executive

Committee. Meetings of the Chapter and the Executive Committee are governed by the current edition of Robert's Rules of Order.

- b. The President sets, or confirms in conjunction with the Executive Committee, the date and place of all Chapter Meetings.
- c. The President chooses the option of hosting a visit from an AALL Board representative at the annual Chapter meeting.
- d. Hosts for the annual three day spring convention meeting should be solicited by the President at least two years in advance. The President is responsible for any negotiations between the Chapter and other chapters in connection with a joint meeting.
- e. The President handles all arrangements for the Chapter Business Meeting traditionally held during the AALL annual convention.
- f. The President sets the date and place of all Executive Committee meetings. He/She prepares the agenda for all meetings and ensures that information regarding the meetings is properly distributed. The President requests attendance by those Committee Chairs having concerns or issues requiring Executive Committee attention. Candidates for Vice-President/President-Elect may be invited to attend the Executive Committee meeting held during the Chapter annual meeting, at the President's discretion.

2. Appointments

- a. **Committees.** The President makes appointments to all standing and special committees from volunteers who are solicited in the spring of each year. A Committee Volunteer Form is included in the mailing of dues notices in the spring of the year prior to the commencement of committee service.
- b. **Special Committees.** The President may form special committees as authorized by the Articles of Incorporation for a specified purpose for a specific or indefinite period of time.
- c. **Appointment Guidelines.** The President attempts to balance committee membership by the type of library represented, length of service on a particular committee and geographical representation of the members. Committee chairs, when possible, should have served on the committee the previous year.

3. Chapter Administration

- a. **General Administration.** The President is responsible for the performance and enforcement of all Chapter rules and procedures
- b. **Miscellaneous.** The President writes a column on Chapter affairs for each issue of the Southeastern Law Librarian.

The outgoing President presents the incoming President with a gavel upon the assumption of office

- c. **Correspondence.** The President responds to communications from AALL and other organizations.

4. Chapter Financial Affairs

- a. **Annual Budget.**
[are any prepared?]
- b. **Operations**
[president's fiscal responsibilities]
- c. **Audit**
[do we do one?]

in consultation
w/ Treasurer
makes
decisions
on investment
of excess
chapter
money

5. Liaison with AALL

- a. The President serves as a member of the AALL Council of Chapter Presidents and acts as liaison between the Chapter and AALL. The President is responsible for preparing any reports required by AALL (mid-year, annual, chapter biography). This responsibility may be delegated to another officer at the President's discretion.

D. Special Authority

1. Checks

- a. The President is the alternate signatory to the Chapter's accounts in case of incapacity of the Treasurer. [is this true?]

2. Expenditure of funds

- a. [dollar limit of president's authority without board authorization?]

3. Contracts

- a. [signatory authority for contracts?]
President

E. Reimbursement of Expenses

- 1. [Do we have policies on what expenses of the President are reimbursed?]
- 2. Procedures for requesting reimbursement

F. Chapter Records

1. Receive from predecessor

By [date?] of the year he/she assumes office, the President received from the Immediate Past President the set of President's Records consisting of the following:

- a. Minutes of all Chapter and Board meetings for the previous three years
- b. Originals of all current Chapter contracts
- c. Official current copy of Chapter's *Articles of Incorporation and Bylaws*, and all amendments pending or approved the previous year
- d. Official copy of the Chapter *Handbook & Procedure Manual*
- e. Copy of the AALL *Bylaws* and the President's Annual Report to AALL for the previous three years
- f. The President's copy of *Southeastern Law Librarian* for the previous three years
- g. President's Correspondence file
- h. Final Chapter Budgets and Audit Reports for the previous three years
- i. Annual Reports and Budget Requests of Committees for the previous two years
- j. Copies of meeting announcements and meeting agendas for the previous two years.

2. Collect during term

- a. Minutes of all Society and Board meetings
- b. Contracts, contract proposals (RFPs), and bids received
- c. *Bylaws* amendment proposals and approved amendments
- d. *Procedures Manual* changes as formulated in policies adopted by the President or the Executive Committee

- e. A copy of *Southeastern Law Librarian* and any other publications issued by the Chapter
- f. Significant correspondence
- g. Final Chapter Budget and Audit Report
- h. Annual reports and Budget requests of Committees and SIS's
- i. Meeting announcements and meeting agendas

3. Convey to successor/Archives

At the end of his/her term, the President reviews the records in his/her possession and, if needed, submits to the Archives, the oldest year (no less than three years from the present) of minutes, *Southeastern Law Librarian*, correspondence and other documents.

G. Calendar of Responsibilities

July Assumes office at the Chapter Business Meeting held during the AALL Annual Meeting; generally presents a memento of thanks to the outgoing President and sets forth an agenda of activities for the coming year.

Attends the Annual Conference of AALL and the Council of Chapter Presidents meetings. **[when does the incoming president begin representing SEALL?]**

Conveys all appropriate records to the new President and receives the records of the Immediate Past President.

February/March Solicits from every Committee a preliminary annual report of the group activities and a proposed budget for the coming year. Such reports and budgets should be due no later than **two weeks prior to the annual meeting**

June Notifies candidates of election results.

FINAL COMMITTEE REPORTS DUE TWO WKS PRIOR TO AALL ANN CHAPTER BUS. MTG

H. Chapter Forms of Interest

1. Committee Volunteer Form

Committee appointment letter

Agenda

Vice-President/President-Elect

A. General Responsibilities

1. The Vice-President/President-Elect serves as Program Chair for the annual chapter meeting, assists the President in conducting the affairs of the Chapter and prepares for his/her term of office as President.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. The vice-president - president elect shall serve as vice-president and shall automatically become the president after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
2. In the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the vice-president - president elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. A special election would be held for the office of vice-president - president elect upon the assumption of the office of president for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
3. In the event that the office of vice-president - president elect becomes vacant for any other reason than specified herein, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
4. No officer shall hold more than one office in this Chapter at one time, ... (Articles, Art. VI, Sec. 1)
5. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
6. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
7. The nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries. (Bylaws, Art. III, Sec. 1)
8. The vice-president -- president elect shall be elected by mail ballot in ^{Feb} ~~May~~ of each year. (Bylaws, Art. III, Sec. 2)

C. Responsibilities

1. Serves as Chair of the Program Committee and, as such, plans and implements the educational program for the annual meeting following his/her election.

2. Assists the President with the conduct of Chapter and Executive Committee Affairs and assumes such duties or undertakes such projects as the President directs.
3. Attends all meetings of the Chapter and the Executive Committee, and conducts any meeting in the absence of the President. The VP/PE should be familiar with the AALL *Constitution*, the Chapter's *Articles and Bylaws*, this *Handbook and Procedures Manual* and the current edition of *Robert's Rules of Order* as specified by the Articles.
4. Attends the Annual Meeting of the American Association of Law Libraries following his/her election.
5. Although the Bylaws indicate the President fills committee memberships, in practice, this process begins during the final months of the VP/PE term ~~(between the Annual Chapter Meeting and the AALL Annual Meeting)~~ *immediately before the*
6. Assumes all duties and obligations of the President in the event of the absence or withdrawal of the President.
7. In recent years, the VP/PE has presented the outgoing President with a gift of appreciation during the ~~Chapter Business Meeting at the AALL meeting~~ *Annual*

8. Chapter Budget

D. Reimbursement of Expenses

1. Ordinary expenses incurred in the performance of the duties of the Vice-President will not be reimbursed by the Chapter.

E. Chapter Records

1. Receive from predecessor

- a. Minutes of Board meetings for previous three years
- b. Budgets of Chapter for previous three years
- c. Reports of all Committees for previous three years
- d. *Southeastern Law Librarian* for previous three years

2. Collect during term

- a. Current copies of above items

3. Convey to successor

- a. At conclusion of term, VP/PE reviews files collected during year, discards obsolete or unnecessary files and conveys the collection to the incoming VP/PE.

F. Calendar of Responsibilities

mandated
gave / no
~~July~~ Assumes office at the Chapter Business Meeting

August Conveys all appropriate records to the new Vice-President/President-Elect and receives the records of the outgoing President.

G. Chapter Forms of Interest

Revamp into
resp & to
more categories

Vice-President/President-Elect

A. General Responsibilities

1. The Vice-President/President-Elect assists the President in conducting the affairs of the Chapter and prepares for his/her term of office as President. *1 serves as Program Chair, Planning the Educational programs for the Annual Meeting*

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. The vice-president - president elect shall serve as vice-president and shall automatically become the president after one year and shall so serve during the second year following his or her election. ... The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
2. In the event that the president resigns prior to the completion of a regular term, or is otherwise unable to perform the duties of the office in the judgment of the Executive Committee, the vice-president - president elect shall automatically assume the presidency and shall serve therein until his original presidential term would have expired, or for no more than two years, whichever is shorter. A special election would be held for the office of vice-president - president elect upon the assumption of the office of president for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
3. In the event that the office of vice-president - president elect becomes vacant for any other reason than specified herein, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
4. No officer shall hold more than one office in this Chapter at one time, ... (Articles, Art. VI, Sec. 1)
5. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
6. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
7. The nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries. (Bylaws, Art. III, Sec. 1)
8. The vice-president -- president elect shall be elected by mail ballot in May of each year. (Bylaws, Art. 111, Sec. 2)

C. Responsibilities

1. Serves as Chair of the Program Committee and, as such, plans and implements the educational program for the annual meeting following his/her election. *[see section on Program Committee for details]*
2. Assists the President with the conduct of Society and Executive Committee Affairs and assumes such duties or undertakes such projects as the President directs.

3. Attends all meetings of the Chapter and the Executive Committee, and conducts any meeting in the absence of the President. The VP/PE should be familiar with the AALL *Constitution*, the Chapter's *Articles and Bylaws*, this *Handbook and Procedures Manual* and the current edition of *Robert's Rules of Order* as specified by the Articles.
4. Attends the Annual Meeting of the American Association of Law Libraries following his/her election and participates in the Chapter Leadership Training events
5. Although the Bylaws indicate the President fills committee memberships, in practice, this process begins during the final months of the VP/PE term (between the Annual Chapter Meeting and the AALL Annual Meeting).
6. Assumes all duties and obligations of the President in the event of the absence or withdrawal of the President.
7. In recent years, the VP/PE has presented the outgoing President with a gift of appreciation during the Chapter Business Meeting at the AALL meeting.

8 Chapter Budget - (added 11/30)
D. Special Authority

1. [check signing, etc???

Vice President / President Elect up

E. Reimbursement of Expenses

1. [do we have policies for reimbursement of vp/pe expenses?]

2. Procedures for requesting reimbursement

F. Chapter Records

1. Receive from predecessor

- a. Minutes of Board meetings for previous three years
- b. Budgets of Chapter for previous five years
- c. Reports of all Committees for previous three years
- d. *Southeastern Law Librarian* for previous three years

2. Collect during term

- a. Current copies of above items

3. Convey to successor

- a. At conclusion of term, VP/PE reviews files collected during year, discards obsolete or unnecessary files and conveys the collection to the incoming VP/PE.

G. Calendar of Responsibilities

July Chapter Business Meeting at AALL - Following election, assumes office as VP/PE

August ← Conveys to incoming VP/PE the Position Records specified in Section E above (by August 1)

H. Chapter Forms of Interest

Relevant

JSAH

Secretary

A. General Responsibilities

1. The Secretary prepares minutes for all Board and Society meetings, supervises the elections process, supervises the *Articles of Incorporation* and *Bylaws* amendment process and maintains a current copy of the *Articles of Incorporation* and *Bylaws*.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
 2. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
 3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. 1)
 4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
 5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of Incorporation and the Bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
 6. The secretary shall be elected by mail ballot in ^{February} May of each even numbered year. (Bylaws, Art. III, Sec. 2)
 7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (Bylaws, Art. III, Sec. 2)
 8. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
 - a. notice shall be published in the Chapter newsletter *Southeastern Law Librarian* or its successor, at least 90 days prior to balloting, or
 - b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)
- [Note: although not specifically directed in the Bylaws, the secretary is responsible for providing a copy to the Chapter newsletter as directed in item 8a above.]
9. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (Bylaws, Art. IV, Sec. 2)

Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter.

Jan
~~May~~
June

Mail ballots for election of officers by ~~May~~ ^{1/15}
Ballots returned to Secretary by ~~June~~ ^{2/15}
Notify President, Editor of chapter newsletter of election results

2. Second year of term

July Attend AALL annual meeting and record minutes of Executive Committee meeting and chapter business meeting. Request vote of membership to destroy ballots.

August Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter.

March/April Attend annual chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.

Receives candidate biographical information from Nominations Committee by April 1.

April/May Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter.

Jan
~~May~~
~~June~~

Mail ballots for election of officers by ~~May~~ ^{1/15}
Ballots returned to Secretary by ~~June~~ ^{2/15}
Notify President, Editor of chapter newsletter of election results

July Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting. Request vote of membership to destroy ballots.

April/May
~~August~~

Convey appropriate chapter records to incoming Secretary (within one month of annual chapter meeting)

H. Relevant Chapter Forms

- DRAFT -

Secretary

A. General Responsibilities

1. The Secretary prepares minutes for all Board and Society meetings, supervises the elections process, supervises the *Articles of Incorporation* and *Bylaws* amendment process and maintains a current copy of the *Articles of Incorporation* and *Bylaws*.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
2. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. 1)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of Incorporation and the Bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
6. The secretary shall be elected by mail ballot in ^{February} May of each even numbered year. (Bylaws, Art. III, Sec. 2) ✓
7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (Bylaws, Art. III, Sec. 2) (This may include electronic mail, as posting to SEALL-L)
8. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
 - a. notice shall be published in the Chapter newsletter *Southeastern Law Librarian* or its successor, at least 90 days prior to balloting, or
 - b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)

[Note: although not specifically directed in the Bylaws, the secretary is responsible for providing a copy to the Chapter newsletter as directed in item 8a above.]

9. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (Bylaws, Art. IV, Sec. 2)

C. Responsibilities

1. Minutes

- a. Attends all Chapter and Executive Committee meetings and prepares the official minutes of all business conducted.
- b. Within two weeks after the date of the meeting distributes written Chapter meeting minutes to:
 - (1) All Executive Committee members for their approval and upon receiving said approval to
 - (a) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (b) The Chapter Handbook editor
 - (c) The Editor of *Southeastern Law Librarian* for publication in the next issue.
- c. Within two weeks after the date of the meeting distributes written Executive Committee meeting minutes to:
 - (1) All Executive Committee members
 - (2) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (3) The Chapter Handbook editor
 - (4) Any Committee chair or Chapter member who attended the meeting or whose work might be significantly affected by an action of the Board taken at the meeting.

2. Elections

- a. Supervises the elections process in concert with the Nominations Committee and the President.
- b. ^{Nov. 1} Receives the complete list of all candidates for all positions from the Nominations Committee after slate is accepted by President. Receives from the President the names of any candidates submitted by written petition to the President in compliance with the Bylaws.
- c. ^{by} Receives biographies of all candidates from the Nominating Committee.
- d. Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name.
- e. The cover letter instructs voters to mark their ballots, seal them in a plain envelope provided and return them to the Secretary by a specified date in the covering envelope, also provided. The return envelope should be addressed to the Secretary.
- f. This collection of material (cover letter, biographies, and ballot) is mailed to all members in compliance with the Bylaws (Art. 1, Sec. 2) ^{in Feb.}
- g. The Secretary maintains a count of the ballots mailed and received and counts the vote.
- h. The names of successful candidates are conveyed to the President immediately upon conclusion of counting. The President notifies all candidates of the election

add
dates
to this
section

results. The President also notifies the remaining Executive Committee members.

- i. At the Chapter Business meeting following the election, the Secretary requests permission of the membership to destroy the ballots.

3. Articles and Bylaws Amendments Process

- a. The Secretary receives proposed amendments to the Articles or the Bylaws from the Articles and Bylaws Committee Chair. Following Executive Committee approval, the Secretary prepares the final proposed amendments text.
- b. Notice shall be given to members in one of the following ways:
 - (1) by publication in the *Southeastern Law Librarian* at least 90 days prior to balloting, or
 - (2) by mail to all members at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)
- c. In the event of a mail ballot,
 - (1) the Secretary prepares the proposed amendments and ballot, including any explanatory material deemed necessary by the Executive Committee or the Articles and Bylaws Committee and issues the ballot following the procedures established for election balloting.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - (a) The Executive Committee
 - (b) The Registered Agent as identified in the Articles of Incorporation
 - (c) The Handbook & Procedures Manual Editor
- d. In the event of a voice ballot during a Chapter meeting,
 - (1) the Secretary assists the President and the Chair of the Articles and Bylaws Committee in preparing for and conducting the vote.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - (a) The Executive Committee
 - (b) The Registered Agent as identified in the Articles of Incorporation
 - (c) The Handbook & Procedures Manual Editor
- e. The Secretary is responsible for maintaining the official current set of *Articles of Incorporation* and *Bylaws*.
- f. Additional details on procedures for drafting amendments to the Articles and Bylaws can be found in the Handbook section devoted to the Articles and Bylaws Committee.

4. Correspondence with AALL

- a. The Secretary is responsible for notifying the AALL Newsletter or the appropriate newsletter columnist(s) of all upcoming meetings, election of officers, appointment of newsletter Editor and chapter events. A report of the Annual Meeting should be sent to the Chapter News column.

5. Chapter Budget

D. Special Authority

1. None

E. Reimbursement of Expenses

1. The Chapter will reimburse the Secretary for
 - a. the production and mailing costs for the annual election and
 - b. the production and mailing costs for articles or bylaws amendments which require a special mailing
2. Ordinary expenses incurred in the performance of the duties of the Secretary will not be reimbursed by the Chapter.

F. Chapter Records

1. **Receive from predecessor**
 - a. Official Chapter Correspondence for at least the previous three years
 - b. Minutes of Executive Committee meetings and Chapter meetings for the previous three years and significant handouts at Board meetings
2. **Collect during term**
 - a. Current copies of the above items
3. **Convey to successor/Archives**
 - a. Updated Correspondence and Minutes file
 - b. All significant Chapter Correspondence deemed too old to be transmitted to the successor should be submitted to the Chapter's archives if it is deemed to have historical value.

G. Calendar of Responsibilities

1. First year of term

Mar/April **July** Attend Executive Committee meeting at ~~AALL~~ ^{Chapter} annual meeting if requested by President

(Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of ^{boo} summer Chapter Business Meeting)

April **August** Receive all appropriate records from the outgoing Secretary.

March/April Attend annual Chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.

July Publishes in Fall issue newsletter Form for future

Oct/Nov Receives candidate biographical information from Nominations Committee by April 1. *SEALL annual meeting site nomination*

April/May Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

to July

Jan. *Publish in Winter newsletter*
 Feb. *Form for SEALL Future meeting side nominations*
 May Mail ballots for election of officers by May 1
 June Ballots returned to Secretary by June 1
 Notify President, Editor of chapter newsletter of election results

2. Second year of term

July Attend AALL annual meeting and record minutes of Executive Committee meeting and chapter business meeting. (Request vote of membership to destroy ballots.)

August *July/Aug* Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter.

March/April Attend annual chapter meeting and record minutes of Executive Committee meeting and chapter business meeting.

Oct/Nov. *Publishes in Fall newsletter Form for Future meeting side nominations*
 April 1. Receives candidate biographical information from Nominations Committee by April 1.

April/May Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent, Handbook Editor and any Committee Chair affected by Executive Committee action.

Jan. *Publish in newsletter Form for SEALL Future meeting side nominations*
 Feb. Mail ballots for election of officers by May 1

March *Mar* June Ballots returned to Secretary by June 1
 Notify President, Editor of chapter newsletter of election results

July Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting. Request vote of membership to destroy ballots.

August *April* Convey appropriate chapter records to incoming Secretary (within one month of annual chapter meeting)

H. Relevant Chapter Forms

1. Sample Ballot
2. Sample Ballot cover letter
3. Sample candidate biographical information
4. Sample Chapter meeting minutes
5. Sample Chapter Executive Committee minutes

6. " Form for SEALL Future ^{Annual} Meeting Site Nomination

Secretary

A. General Responsibilities

1. The Secretary prepares minutes for all Board and Society meetings, supervises the elections process and supervises the *Articles of Incorporation* and *Bylaws* amendment process.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
2. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
3. No officer shall hold more than one office in this Chapter at one time, nor shall the president hold office for than two consecutive terms. (Articles, Art. VI, Sec. 1)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
6. The secretary shall be elected by mail ballot in May of each even numbered year. (Bylaws, Art. III, Sec. 2)
7. The membership is to be notified by the secretary of the outcome of the election by mail or at a meeting of the Chapter. (Bylaws, Art. III, Sec. 2)
8. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
 - a. notice shall be published in the Chapter newsletter *Southeastern Law Librarian* or its successor, at least 90 days prior to balloting, or
 - b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)

[Note: although not specifically directed in the Bylaw, the secretary is responsible for providing copy to the Chapter newsletter as directed in item a above.]

9. Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (Bylaws, Art. IV, Sec. 2)

C. Responsibilities

1. Minutes

- a. Attends all Chapter and Executive Committee meetings and prepares the official minutes of all business conducted.
- b. Within two weeks of date of meeting distributes written Chapter meeting minutes to:
 - (1) All Executive Committee members for their approval and upon receiving said approval to
 - (2) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (3) The Editor of *Southeastern Law Librarian* for publication in the next issue.
- c. Within two weeks of date of meeting distributes Executive Committee meeting minutes to:
 - (1) All Executive Committee members
 - (2) The Registered Agent of the chapter as identified in the *Articles of Incorporation*
 - (3) Editor of *Southeastern Law Librarian*
 - (4) Any Committee chair or Chapter member who attended the meeting or whose work might be significantly affected by an action of the Board taken at the meeting.

2. Elections

- a. Supervises the elections process in concert with the Nominations Committee and the President.
- b. Obtains from the Nominations Committee or President the complete list of all candidates for all positions. Obtains from the President the names of any candidates submitted by written petition to the President in compliance with the *Bylaws*.
- c. Obtains from the Nominations Committee biographies of all candidates. *[how does this actually work?]*
- d. Prepares the biographies in a uniform format (so as not to be prejudicial to any candidate). Prepares the official ballot with a cover letter explaining the voting process. The official ballot designates all of the offices to be filled, and under each office lists the names of each of the nominees in alphabetical order by last name.
- e. The cover letter instructs voters to mark their ballots, seal them in a plain envelope provided and return them to the Secretary by a specified date in the covering envelope, also provided. *[The covering envelope, when it is sent to each voter, should have as its return address the name and address of the voter.]* The envelope should be addressed to the Secretary *[and the words "Official Ballot" printed on the outside.]*
- f. This collection of material (cover letter, biographies, and ballot) is mailed all members in compliance with the Bylaws (Art. 1, Sec. 2)
- g. The Secretary maintains a count of the ballots mailed and received and counts the vote.
- h. The names of successful candidates are conveyed to the President immediately upon conclusion of counting for the purposes of notification of said candidates.
- i. At the Chapter Business meeting following the election, the Secretary should request permission of the membership to destroy the ballots.

3. Articles and Bylaws Amendments Process

- a. The Secretary receives proposed amendments to the Articles or the Bylaws and following

who provides
a current
copy of
articles & bylaws

from the Articles &
Bylaws Committee
Chair
(added 12/1)

The Secretary proposed amendments.
Executive Committee approval, *prepares the final text.*

- b. Notice shall be given to members in one of the following ways:
 - (1) by publication in the *Southeastern Law Librarian* at least 90 days prior to balloting, or
 - (2) by mail to all members at least 30 days prior to balloting. (Bylaws, Art. IV, Sec.1)
- c. In the event of a mail ballot,
 - (1) the Secretary prepares the proposed amendments and ballot, including any explanatory material deemed necessary by the Executive Committee or the Articles and Bylaws Committee and issues the ballot following the procedures establishing for election balloting.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - (a) The Executive Committee
 - (b) The Registered Agent as identified in the Articles of Incorporation
 - (c) The Handbook & Procedures Manual Editor
- d. In the event of a voice ballot during a Chapter meeting,
 - (1) the Secretary assists the President and the Chair of the Articles and Bylaws Committee in preparing for and conducting the vote.
 - (2) The Secretary transmits the text of amendments which are approved by the membership to:
 - (a) The Executive Committee
 - (b) The Registered Agent as identified in the Articles of Incorporation
 - (c) The Handbook & Procedures Manual Editor

[who is responsible for maintaining a current copy of the articles & bylaws? Who should be?]

4. Correspondence with AALL

- a. The Secretary is responsible for notifying the AALL Newsletter or the appropriate newsletter columnist(s) of all upcoming meetings, election of officers, appointment of newsletter Editor, and chapter events. A report of the Annual Meeting should be sent to the Chapter News column. *[is this the manner in which this actually works?]*

D. Special Authority

1. None

E. Reimbursement of Expenses

1. *Secretary*
[are there policies on reimbursement of secretary's expenses? which ones?]

F. Chapter Records

1. Receive from predecessor

- a. Official Chapter Correspondence for at least the previous three years
- b. Minutes of Chapter meetings for the previous three years and significant handouts at Board meetings

2. Collect during term

- a. Current copies of the above items

3. Convey to successor/Archives

- a. Updated Correspondence and Minutes file
b. All significant ~~Society~~ ^{Chapter} Correspondence deemed too old to be transmitted to the successor should be submitted to the ~~Society's~~ ^{Chapter} archives if it is deemed to have historical value.

G. Calendar of Responsibilities

1. First year of term

July Attend Executive Committee meeting at AALL annual meeting if requested by President

Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of summer Chapter Business Meeting

August
March/April *Receive documents from previous outgoing secy*
Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings

April/May Distribute minutes to Executive Committee, Editor of chapter newsletter

May Mail ballots for election of officers by May 1

June Ballots returned to Secretary by June 1
Notify President, Editor of chapter newsletter of election results

2. Second year of term

July Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting

August Distribute copies of Executive Committee minutes to Executive Committee for approval. When approved, forward to Registered Agent and any Committee Chair affected by Executive Committee action
Distribute copies of Business Meeting minutes to Executive Committee for approval. Upon approval forward to Registered Agent and Editor of chapter newsletter.

March/April Attend Executive Committee meeting and annual chapter meeting, records minutes of both meetings

April/May Distribute minutes to Executive Committee, Editor of chapter newsletter

May Mail ballots for election of officers by May 1

June Ballots returned to Secretary by June 1
Notify President, Editor of chapter newsletter of election results

July Attend summer chapter business meeting and record minutes of Executive Committee meeting and chapter business meeting

H. Relevant Chapter Forms

1. Sample Ballot ^{*election*} ~~election~~
2. Sample Ballot cover letter
3. Sample candidate biographical information *form*
4. Sample Chapter meeting minutes
5. Sample Chapter Executive Committee minutes
6. Sample articles / bylaws amendments ballot

JSAT

Treasurer

A. General Responsibilities

The Treasurer maintains the accounts and ledger of the Chapter, invests Chapter funds and, if required, prepares the Chapter's tax return.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
2. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
3. No officer shall hold more than one office in this Chapter at one time, ... (Articles, Art. VI, Sec. 1)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
6. The assets and income derived from the assets of this corporation shall be used solely for educational and scientific purposes. Any disbursements shall be at the approval and direction of the Board of Trustees and the members in accordance with the bylaws. No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. (Articles, Art. X, Sec. 1)
7. Membership categories ... (Bylaws, Art. I, Sec. 1)
8. All dues, individual, associate, and institutional shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon payment of dues for the current year. (Bylaws, Art. I, Sec. 2b)

[Note: In practice, the individual responsible for maintaining the membership database controls the removal of names from the membership list.]

9. The treasurer shall be elected by mail ballot in ~~May~~ *February* of each odd-numbered year. (Bylaws,

- (1) Prepare, sign and mail checks for expenses submitted on the chapter "Check Requisition" form
- (2) Make deposits for funds submitted on the chapter "Funds for Deposit" form
 - (a) Retain photocopies of checks and documentation
- (3) Balance the chapter's checking account
- (4) Maintain a general ledger record for the transfer of chapter income and expenses. General ledger categories include:
 - (a) Income
 - i) Dues
 - ii) Chapter Events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - iii) Newsletter Advertising
 - iv) Vendor Support
 - v) Interest Income
 - (b) Expenses
 - i) Corporation report
 - ii) Tax return preparation
 - iii) Chapter events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - iv) Newsletter -- Separate categories for printing, postage, mail permit
 - v) Printing
 - vi) Postage
 - vii) Scholarships
 - viii) Miscellaneous expenses - includes SEALL Service Award, supplies, bank charges

d. Financial Reports

- (1) Quarterly financial report
 - (a) The Treasurer prepares a quarterly financial statement which is submitted to the editor of the *Southeastern Law Librarian*.
 - (b) The financial statement lists all income and all expenses, by category, for a 3-month period.
 - (c) The financial statement should be printed on SEALL stationery for the files.
- (2) Annual financial report
 - (a) The annual financial report is prepared for distribution at the annual chapter meeting.
 - (b) The statement lists all income and expenses, by category, for the chapter fiscal year (April 1 to March 31).
 - (c) The annual financial statement is prepared on SEALL stationery.
 - (d) A copy is provided to the editor of the *Southeastern Law Librarian*.

2. Chapter Budget

- a. under construction

3. Specific Chapter Activities

a. Dues

- (1) General guidelines
 - (a) The chapter membership year runs June 1 - May 31.
 - (b) Membership dues are payable by June 1 each year. Any individual not submitting payment by September 1, is considered delinquent and will be

Treasurer

A. General Responsibilities

The Treasurer maintains the accounts and ledger of the Chapter, invests Chapter funds and, if required, prepares the Chapter's tax return.

B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary and Treasurer. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (Articles, Art. VI, Sec. 1)
2. If the office of either secretary or treasurer becomes vacant for any reason, a special election will be held to fill that office for the remainder of the unexpired term. (Articles, Art. VI, Sec. 1)
3. No officer shall hold more than one office in this Chapter at one time, ... (Articles, Art. VI, Sec. 1)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (Articles, Art. VI, Sec. 1)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VII, Sec. 1)
6. The assets and income derived from the assets of this corporation shall be used solely for educational and scientific purposes. Any disbursements shall be at the approval and direction of the Board of Trustees and the members in accordance with the bylaws. No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. (Articles, Art. X, Sec. 1)
7. Membership categories ... (Bylaws, Art. I, Sec. 1)
8. All dues, individual, associate, and institutional shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon payment of dues for the current year. (Bylaws, Art. I, Sec. 2b)
9. The treasurer shall be elected by mail ballot in May of each odd-numbered year. (Bylaws, Art. III, Sec. 2)

C. Responsibilities

1. General Financial Matters

a. Income and Receipts

- (1) The Treasurer maintains records for the receipt of:
 - (a) Membership Dues
 - (b) Donations

- i) Donations are usually associated with vendor contributions that underwrite chapter events
- (c) Newsletter Advertising
- (d) Registration Fees
 - i) The income from each meeting, seminar, or other Chapter event should be individually recorded.

(2) The Treasurer distributes the Chapter "Funds for Deposit" form to appropriate Committee Chairs (Local Arrangements, Program and Education).

- (a) The form must be used when submitting any checks or cash for deposit in Chapter accounts.
- (b) The form must include the individual and affiliation submitting the funds, and supporting documentation, such as registration forms, advertising agreements, etc.
- (c) The supporting documentation is important for tax and audit purposes.

b. Disbursements and Checks

- (1) The Treasurer maintains records for the disbursement of :
 - (a) Expenses incurred in the execution of chapter events
 - i) Annual chapter meeting
 - ii) Annual educational institute
 - iii) Annual business meeting
 - iv) Reception during AALL annual meeting
 - (b) Prizes *[what kind of prizes does the chapter buy?]*
 - (c) Gifts
 - (d) Officer expenses as authorized by Chapter policies *[record these with the office or committee or in a separate section?]*
 - (e) Committee expenses as authorized by Chapter policies
- (2) The Treasurer distributes copies of the chapter "Check Requisition" form to Executive Committee members and Committee Chairs.
 - (a) The form must be used when requesting the expenditure of any Chapter funds.
 - (b) The form must the reason for the expenditure and the name of the authorizing individual.
 - (c) It must be accompanied by appropriate documentation, such as an invoice or receipt.
 - (d) Supporting documentation is important for tax and audit purposes.
- (3) In the instance of a questionable request for reimbursement, the Treasurer will consult with the President regarding the appropriateness of the request.

c. General Accounting Procedures

- (1) Prepare, sign and mail checks for expenses submitted on the chapter "Check Requisition" form
- (2) Make deposits for funds submitted on the chapter "Funds for Deposit" form
 - (a) **Retain photocopies of checks and documentation**
- (3) Balance the chapter's checking account
- (4) Maintain a general ledger record for the transfer of chapter income and expenses.

General ledger categories include:

 - (a) Income
 - i) Dues
 - ii) Chapter Events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - iii) Newsletter Advertising

- iv) Vendor Support
- v) Interest Income
- (b) Expenses
 - i) Corporation report
 - ii) Tax return preparation
 - iii) Chapter events -- Separate category for each event, ex: chapter meeting, chapter reception, institute
 - iv) Newsletter -- Separate categories for printing, postage, mail permit
 - v) Printing
 - vi) Postage
 - vii) Scholarships
 - viii) *Miscellaneous expenses*

d. Financial Reports

- (1) Quarterly financial report
 - (a) The Treasurer prepares a quarterly financial statement which is submitted to the editor of the *Southeastern Law Librarian*.
 - (b) The financial statement lists all income and all expenses, by category, for a 3-month period.
 - (c) The financial statement should be printed on SEALL stationery for the files.
- (2) Annual financial report
 - (a) The annual financial report is prepared for distribution at the annual chapter meeting.
 - (b) The statement lists all income and expenses, by category, for the chapter fiscal year (April 1 to March 31).
 - (c) The annual financial statement is prepared on SEALL stationery.
 - (d) *A copy is provided to the editor of the Southeastern Law Librarian.*

2. Chapter Budget

- a. *[do we need to establish some sort of budgeting process, most chapters have the current chairs do it for the upcoming year -- is this reasonable -- will it work for SEALL?]*

3. Specific Chapter Activities

a. Dues

- (1) General guidelines
 - (a) The chapter membership year runs June 1 - May 31.
 - (b) Membership dues are payable by June 1 each year. Any individual not submitting payment by September 1, is considered delinquent and will be dropped from the membership list.
 - (c) *The Treasurer has the responsibility for determining that the membership category indicated on the renewal form by an individual applying for membership is accurate.*
- (2) Renewal Memberships
 - (a) Dues notices are prepared by the Treasurer and mailed in April of each year.
 - (b) In preparation for mailing dues notices, the Treasurer should:
 - i) *Obtain envelopes bearing the return address of the Treasurer to be used to mail the notices. [is this right?]*
 - ii) Obtain mailing labels from the member who maintains the mailing list.
 - iii) Create and duplicate the dues notice
 - (c) Checks should be deposited within one week of receipt.
 - (d) Copies of all membership forms should be mailed to the member maintaining the

membership mailing list. If the form indicates that a membership is that of a new member, a copy of the form should be sent to the Chair of the Membership Committee

- (e) The original membership forms should be maintained in the Treasurer's files.
- (f) A reminder notice about membership renewals should be submitted to the editor of *the Southeastern Law Librarian* in August for publication in the fall issue.
- (g) Occasionally, the President has authorized a special reminder mailing to individuals not responding to the initial dues notice.

(3) New Memberships

- (a) Applications for new memberships received at times other than the annual renewal period are required to pay the full membership fee. Part year memberships are not available.
- (b) Copies of the membership form for new members should be sent to the Chair of the Membership Committee.
- (c) Original membership forms should be retained in the Treasurer's files.
- (d) Additional details on procedures for processing new memberships can be found in the Handbook sections devoted to the Membership Committee

b. Lucile Elliott Scholarship

- (1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Scholarship Committee
- (2) President, in consultation with Treasurer and other members of Executive Committee determines amount of money available for scholarships by **September 1**.
 - (a) \$3000 has been distributed annually since 1990
- (3) Chair of Scholarship Committee notifies Treasurer of names of scholarship recipients, the amount of the award, and the date of the activity for which the scholarship is to be used by **December 15**.
- (4) Treasurer contacts each recipient to verify addresses and date funds are required.
- (5) Treasurer calendars dates to cut and mail checks.

c. Annual Meeting/Educational Institute

- (1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Education, Local Arrangements and Program Committees
- (2) *The Local Arrangements Committee, the Program Committee and the Education Committee prepare a joint budget for the annual chapter meeting and educational institute. This should be approved by the Executive Committee and in place by September of the year prior to the meeting.*
- (3) The Treasurer handles all funds for the meeting. No "seed" money is provided to the Local Arrangements Committee nor is a separate account established.
- (4) Registration fees and vendor support funds are collected by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees) and are forwarded to the Treasurer for deposit in the chapter account.
- (5) Bills and speaker reimbursement forms are forwarded to the Treasurer for payment by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees).
- (6) The Treasurer prepares and distributes to the Executive Committee and Local Arrangements Chair a monthly status report detailing annual meeting expenditures beginning in **January** of the year of the meeting and continuing until all bills are paid and a final status report is made.
- (7) Receipts for registration fees may be required at the meeting. The Treasurer or the Local Arrangements/Program/Education Committees prepares receipts.

- (8) The Treasurer should take the Chapter checkbook to the annual meeting in anticipation of the need to pay bills on site.

4. Income Tax Return

- a. Federal and Florida tax returns are prepared by the Treasurer in consultation with an accountant, if required. Prior to filing, they are reviewed and approved by the Treasurer and President. The Treasurer signs and files the tax returns.

5. Transfer of Treasury

- a. Transfer of the SEALL treasury occurs after the annual business meeting following the Treasurer's election in May.
- b. A small sum of money (approximately \$250) is transferred to the incoming Treasurer for opening an account.
- c. The incoming Treasurer should establish an interest bearing account at a bank located conveniently for the Treasurer. If a minimum deposit is required, the Chapter typically has \$8,000 - \$10,000 in the account. Approximately 60 - 70 checks are written during the year.
- d. The account should be one in which cancelled checks are returned to the Treasurer.
- e. The President should also be a signatory on the account, should the Treasurer become incapacitated. *[is this accurate?]*
- f. Once all outstanding checks have cleared, all funds remaining in the Treasury are wired to the new account *by September 1.*

D. Special Authority

1. Checks

- a. Checks for an amount in excess of \$550.00 must be approved by the President or Vice-President.

2. Investment of Chapter Funds

- a. The Treasurer, in consultation with the President, has the authority to invest any excess chapter funds.
- b. Investments should be limited to certificates of deposit of terms no longer than 6 months, unless an excessive amount of cash is on hand.
- c. The chapter's greatest expenditures of funds occur immediately preceding and following the annual chapter meeting. The Treasurer should maintain significant cash reserves at that time.

E. Reimbursement of Officer Expenses

1. *are there policies regarding what expenses of the treasurer are reimbursed?*

2 *Procedures to request reimbursement*

F. Chapter Records

1. Receive from predecessor

- a. General ledger of Chapter transactions for the preceding two years.
- b. Records of all receipts and disbursements (copies of checks or cancelled checks, etc.) for the preceding two years.
- c. Bank statements for the preceding two years.
- d. Corporation reports for the preceding two years.
- e. The Chapter's final budgets for the preceding three years.
- f. Income tax returns for the previous seven years.
- g. *Audit reports for the preceding seven years [do we have these?]*
- h. Significant correspondence relating to the Chapter's accounts, income tax returns, etc.

2. Collect during term

- a. Copies of the items enumerated above

3. Convey to successor/Archives

- a. All items enumerated above for the previous two years. *[is there any reason to send the files to archives?]*
- b. The Treasurer should convey to the Chapter's Archives, copies of income tax returns and audits older than seven years.
- c. *All other materials accumulated by the Treasurer during his/her term should be discarded (membership forms, _____, etc.) DOES THIS WORK? What things really should be in the archives?*

G. Calendar of Responsibilities

1. First Year of term

July

Attend Executive Committee meeting during AALL annual meeting if requested by President.

Attend Chapter Business Meeting held at AALL annual meeting. Assume office at conclusion of Business meeting

Coordinate transfer of funds with outgoing treasurer after AALL meeting.

Prepare updated versions of Chapter Funds for Deposit form and Chapter Check Requisition Form.

Verify with editor of the *Southeastern Law Librarian* future deadlines for newsletter/quarterly financial statements.

Prepare supply of pre-addressed mailing labels for Board, Membership Chair, Pam Williams (mailing labels), and editor of the Southeastern Law Librarian; this will save time during the year. -- what does this mean? does the treasurer do the mailing labels?

August

Prepare and send May 1-July 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Prepare and send dues reminder notice to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Confirm with President about the amount available for the Lucile Elliott Scholarships.

September

Transfer of treasury funds complete

Deadline for payment of membership dues.

Consult President for decision on mailing final dues reminder notice to members who have not renewed.

October

Contact local arrangements, program and education committees about annual meeting budget. Insure that budget has been approved by Executive Committee.

November

Send August 1-October 31 financial statement to editor of the *Southeastern Law*

Librarian in time to meet publication deadline.

- December** Receive information on scholarship recipients from Scholarship Committee (by December 15). Verify addresses and date funds are needed with scholarship recipients. Calendar dates to cut and mail checks.
- January** Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- February** Send November 1-January 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- March** Prepare annual meeting registration receipt forms.
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- April** Contact Chapter's Registered Agent regarding amount required to file annual report with the Florida Secretary of State.
- Prepare full year financial statement (April 1-March 31) for presentation and distribution at annual meeting.
- Prepare dues invoice. Obtain Committee Volunteer Form from Vice-President/President-Elect for inclusion in mailing. Obtain mailing labels member responsible for maintenance of mailing labels. Mail dues notice.
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- May** Prepare February 1-April 30 financial statement and send to editor of the *Southeastern Law Librarian* in time to meet publication deadline.
- Send dues notice to editor of the *Southeastern Law Librarian* in time to meet publication deadline
- Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.
- Verify whether gross receipts exceed \$25,000; if they do, **file federal and/or state of Florida** income tax return.
- June** Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

2. Second Year of term

July Prepare Treasurer's report for chapter business meeting at AALL.

July - June See responsibilities for first year.

June Begin preparation for transfer of funds after AALL meeting.

H. Relevant Chapter Forms

1. Dues notice
2. Financial Report - Quarterly
3. Financial Report - Annual
4. Financial Report - Event
5. Sample check
6. Sample Ledger
7. Envelope - Generic
8. Envelope - Officer Specific
9. Stationery
10. Travel Expense Report - Member
11. Travel Expense Report - Non-member
12. *Funds for Deposit Form*
13. *Check Requisition Form*
14. *Scholarship Recipient Letter*

Immediate Past President

A. General Responsibilities

1. The Immediate Past President advises the current President and Board.

B. Articles/Bylaws Statements

1. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VI, Sec. 1)

C. Responsibilities

1. Serves as a voting member of the Executive Committee and attends all Executive Committee meetings.
2. Participates with the President and Vice-President in preparation of the next year's budget

D. Special Authority

1. None

E. Reimbursement of Expenses

1. Ordinary expenses incurred in the performance of the duties of the Immediate President will not be reimbursed by the Chapter.

F. Chapter Records

1. Receive from predecessor

- a. Minutes of Chapter and Executive Committee meetings for the previous two years
- b. Copies of handouts at Board meetings for previous two years

2. Collect during term

- a. Items listed above

3. Convey to successor

- a. Minutes of Chapter and Executive Committee meetings for the previous two years
- b. Copies of handouts at Board meetings for previous two years.

G. Calendar of Responsibilities

- July** Conveys President's Records to incoming President and receives Immediate Past President Records from predecessor.

*Serves as chair
of the
Articles &
Bylaws
Committee*

Immediate Past President

A. General Responsibilities

1. The Immediate Past President advises the current President and Board. *Executive Committee*

B. Articles/Bylaws Statements

1. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (Articles, Art. VI, Sec. 1)

C. Responsibilities

1. Serves as a voting member of the Executive Committee and attends all Executive Committee meetings.
2. *Participates with the President and Vice-President in preparation of the next year's budget*

D. Special Authority

1. None

E. Reimbursement of Expenses

1. *Immediate Past President*
[are there any policies on what expenses of ipp are reimbursed?]
2. *Procedures to request reimbursement*

F. Chapter Records

1. **Receive from predecessor**
 - a. Minutes of Chapter and Executive Committee meetings for the previous two years
 - b. Copies of handouts at Board meetings for previous two years
2. **Collect during term**
 - a. Items listed above
3. **Convey to successor**
 - a. Minutes of Chapter and Executive Committee meetings for the previous two years
 - b. Copies of handouts at Board meetings for previous two years.

G. Calendar of Responsibilities

- July** Conveys President's Records to incoming President and receives Immediate Past President Records from predecessor.

Executive Committee/Board of Trustees

A. General Responsibilities

1. The Executive Committee has general supervision, management and control of the business, affairs and activities of the chapter.

B. Articles/Bylaws Statements

1. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. ... The Board of Trustees, however, shall never be less than three members. (Articles, Art. VI, Sec. 1)
2. Any disbursements shall be at the approval and direction of the Board of Trustees and the members in accordance with the bylaws. No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. (Articles, Art. X, Sec. 1)
3. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. (Articles, Art. XII)
4. Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for educational and scientific purposes as shall at the time qualify as an exempt organization for organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the members shall determine. (Articles, Art. XIII)
5. The Executive Committee is empowered to adopt procedures for verifying student status. ... The Executive Committee is empowered to determine whether the institution applying for membership is a law library. ... Persons, companies and institutions not connected with law libraries, residing in or outside of the Southeastern region, or connected with law libraries but residing outside the region may be selected to associate membership by the Executive Committee ... (Bylaws, Art. I, Sec. 1b, 1c, 1d)
6. An annual meeting of the Chapter shall be held at such time and place as the Executive Committee shall determine. A Chapter meeting shall be held at AALL National Conventions, when the Convention schedule permits, for the purpose of discussing future programs and projects and submitting progress reports on Chapter activities. The Executive Committee shall be charged with the duty of scheduling and making arrangements for such meetings; and attendance at these meetings shall not be confined to the Executive Committee, but extended to the entire membership. (Bylaws, Art. II, Sec. 1)
7. The president shall call other meetings of the Chapter as deemed necessary or when requested to do so by the Executive Committee. (Bylaws, Art. II, Sec. 2)

8. The Executive Committee must specify the time for closing the balloting, but in no case shall it be less than 30 days after the mailing of the ballots. (Bylaws, Art. IV, Sec. 2)
9. Meetings of the Chapter and Executive Committee shall be conducted in accordance with Roberts Rules of Order except as otherwise specified by the Chapter Articles or Bylaws. (Bylaws, Art. IV, Sec. 4)

C. Responsibilities

1. Chapter Administration

- a. The Executive Committee is responsible for all aspects of Chapter management and administration
- b. The Executive Committee has oversight for all Chapter committee activities.
- c. The Executive Committee provides final approval of any changes in committee policies, procedures and activities, unless it is deemed appropriate to submit such changes to the membership.

2. Meetings

- a. The Executive Committee, guided by the President, chooses sites for Chapter annual meetings

D. Special Authority

1. Expenditure of funds

- a. *[are there any guidelines here?]*

From: jshell@facstaff.wm.edu (Heller James S)
To: dbausch@leo.vsla.edu, cmatzen@bnando.net, hjohnson@tusc.net
Date sent: 13 Apr 96 23:03:21
Subject: Re: SEAALL - Misc

MY COMMENTS IN BOLD: JIM

PR:

Program/Local arrangements can handle a p.r. exhibit area. We are likely to have fewer exhibitors in Tallahassee than were present in Austin or Richmond since this is not a joint meeting so we may need some additional displays to add some visual interest...

Since the Newsletter committee is now Newsletter and PR, this is another alternative. They have the solicitation vehicle and the solicitation proces is easily delegable to a committee member.

This issue demonstrates why I was averse to jettisoning the Publicity Cmte, but I _do_ think that Program/LA can set it up if Newsletter solicits -

Jim, you make the call...

I THINK A P.R. EXHIBIT AREA SHOULD BE PART OF THE "PROGRAM," REGARDLESS OF WHETHER IT'S A SEPARATE PROGRAM WITHIN THE CONFERENCE, OR A MORE PERMANENT SET-UP IN THE EXHIBIT AREA. DONNA, PLEASE COORDINATE THIS.

Tapes: I imagine Connie is referring to SEAALL meeting tapes. I assume that chapter will receive gratis copies of all tapes. I am of two minds about this. The Education/Publications Committee could serve as a clearinghouse for these and laon them out upon request. However, if they are reasonable priced and advertised in the Newsletter, perhaps it would be better to simply make certain that taping continues to be done in the future and they are sold at cost to our members. If we'd like to try the clearinghouse for a year or two to get a feel for demand, fine - but the postage will be unbudgetable and the duties will be a real hassle - and change locations every year, as Hazel points out...

We may not even be able to tape every year if we lose \$\$ this year on it. Let's see how well this does in sales by Indy and then discuss...

KAY DIDN'T ARRANGE FOR COMP. COPIES OF THE TAPES FOR SEAALL AND SWALL, SO WE NEED TO PURCHASE THE TAPES - NOT A PROBLEM, AS FAR AS I'M CONCERNED. WE THOUGHT THAT WE WOULDN'T TAKE A LOSS ON THE AUSTIN TAPES B/C OF THE LARGE NUMBER OF MEMBERS INVOLVED. I DON'T THINK THE SAME IS TRUE OF A SEAALL-ONLY MEETING. WE NEED TO WAIT A FEW MONTHS AND SEE HOW WELL THE AUSTIN TAPES SELL. WE SHOULD NOT MAKE ANY COMMITMENTS TO TAPE THE TALLAHASSEE MEETING AT THIS TIME.

Vendor funding:

Let's not move too fast on this. I am really opposed to making "black letter" rules which would deprive our chapter of resources for programming and networking without solid reasons. I fail to see the danger in permitting a company to fund a lunch or reception as opposed to a contribution to the overall meeting. What is the difference?

Law librarians add a lot of value to legal publications. We expand markets by teaching the utility of new works and pointing out features of old... There is nothing wrong with those in legal publishing demonstrating their support and appreciation for the profession in financial terms. We need to partner with these companies - and a partnership means that the benefits and burdens are shared and flow to both sides of the relationship. What is the real danger?

I FIND IT HARD TO FIND EVEN A HINT OF CONFLICT OF INTEREST IN VENDORS SUPPORTING OUR MEETING FUNCTIONS, WHETHER THEY SUPPORT MEAL FUNCTIONS, SPECIAL EVENTS, OR PROGRAMS. I'M ALL FOR CONTINUING TO SOLICIT VENDOR CONTRIBUTIONS TO OUR ANNUAL MEETINGS.

JIM

--

James Heller	Ph 804/221-3252
Director of the Law Library	Fax 804/221-3051
and Professor of Law	Inet jshell@facstaff.wm.edu
College of William and Mary	
Williamsburg, VA 23187-8795	

M E M O R A N D U M

To: Hazel Johnson
From: Jim Heller *JH*
Re: SEAALL Handbook
Date: August 5, 1996

Hazel,

As we discussed in Indianapolis, I'm sending you the materials I received from the committee chairs for incorporation into the Handbook as you feel is appropriate. I've also included copies of the messages I sent the committees in response to their documents.

Again, please incorporate as you feel appropriate. I think the next step with regards to the committee documents would be to take your drafts and run them by the appropriate committee chairs, as well as Donna and me, for our comments. Give me a call or email if you have questions.

From: Self <Single-user mode>
To: Mary McCormick
Subject: Newsletter Deadlines
Date sent: Mon, 26 Aug 1996 17:33:06

Hi Mary --

I'm working on the Chapter Handbook and wanted to put something in each committee's calendar about getting info into the newsletter -- I have the deadlines from the latest issue (4/26, 7/26, 10/26, and 1/24). Are they still the right ones? Also, can you project for me when an issue might appear after those deadlines, so folks can plan which one they have to get stuff in -- Something like the Spring issue which has a deadline of 4/26 will appear around mid-May? thanks.

Hazel

From: "Mary McCormick" <mmccormi@lawsun.law.fsu.edu>
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Wed, 28 Aug 1996 08:29:19 +0000
Subject: Re: Newsletter Deadlines
Priority: normal

Hazel,

Normally, it takes me a week after deadline to complete the newsletter and FedEx it to Diana. She has a turnaround time of 3-4 days. The material is then posted from the University of South Carolina Post Office. Our random checks indicate that the first one start showing up in people's mail about a week later, but some don't arrive for another week.

The exception is the summer. Diana's vacation usually occurs in late July or early August. For the last two years, I haven't allowed for that in the schedule. I think next year, I'll just postpone the deadline from the beginning to cater to her schedule.

The next deadlines are:

Fall ☐☐-☐ October 25, 1996 (appears mid-Nov)
Winter ☐☐-☐ January 24, 1997 (appears mid-Feb)
Spring ☐☐-☐ April 18, 1997 (appears early May)
Summer - August ? (appears mid-September)

I think the summer one should come out when it does because it allows us to put the AALL annual meeting material in that issue. If we move the other dates to be consistent, though, it throws off the SEAALL announcements for the SEAALL Annual meeting. If you can think of a better fix that just running Summer and Fall close together, let me know!

I'm seeing Diana this weekend and will try to remember to pin her down on the latest date she is likely to be gone next summer!

Mary
Mary M. McCormick
Head of Public Services
Florida State University College of Law Library
Tallahassee FL 32306-1043
904-644-7288
mmccormi@law.fsu.edu

From: Self <Single-user mode>
To: Jim Heller, Donna Bausch, Connie Matzen, Joyce Janto
Subject: SEAALL Handbook Questions - <very long>
Date sent: Fri, 30 Aug 1996 08:57:43

I'm planning to send out the revised committee sections to current committee chairs, selected previous committee chairs and the Executive Committee on Tuesday or Wednesday of next week. In addition to general review, I have specific information that I need from each committee chair in order to complete the Handbook. I will provide you with copies of the cover memos. The committee chairs will be asked to review their sections and return to me with any comments by October 1.

I have not yet addressed the changes proposed in the Officer section as it was more complete than the Committee section, but will be working on it in September. If you have any additional comments on your own section, please let me know.

The questions below deal with some unresolved issues that I feel need to be addressed by the Executive Committee. Please let me know how each should be resolved. As you review them, keep in mind that the purpose of the Handbook is to document the policies and procedures of the chapter for future leaders so less time is spent re-inventing the wheel. Those items that seem obvious to us may not be so obvious three years from now.

1. What entity should announce the slate of candidates to the membership? President, Secretary or Nominating Committee?

The Articles and Bylaws do not address this. I suggest Nominating as it would be one less thing for Pres or Secy to do and would raise the profile of the committee a little.

2. A preliminary committee report was theoretically required prior to the Spring meeting with a final report prior to the summer meeting. With the modification in the change of committee chairs and officers, is the summer meeting too soon to require a preliminary report. Should the preliminary committee report be eliminated? Should the report continue to be required as a way to force committees to get busy?

3. Our non-profit status requires that we prepare a budget for the chapter. I don't recall seeing one in recent years. Does a budget process exist? If so, please let me know what the process entails so it can be documented for the committees. If not, a process needs to be established. I've included references to budget preparation in the chapter calendar and in each committee section, but they are not complete. Who will make budget proposals for the coming fiscal year? Current committees? When will they be due for approval by the Executive Committee? Who will present the budget to the membership? When? Who will transmit it to the Registered Agent?

4. There is a general statement in each committee section that regular committee expenses will not be reimbursed. This should be interpreted to mean telephone calls, correspondence between committee members etc. For those committees who have larger responsibilities, Membership, Newsletter/PR, etc. language has been included that authorizes specific expenditures. Please review and let me know if there are other items which should be included. I will also be asking the committee chairs about this.

5. I suggested to Jim that committee appointments should be made for two years to ensure continuity. He agreed, but seemingly only on the

Education/Publications Committee. This policy would probably help all the committees function more efficiently and have put that language into the Handbook. [I exempted Program due to the high level of work involved, but an argument might be made for some of the slots to be two year with room for the Chair to add individuals]. This is a fairly significant change in procedure and probably should have Executive Committee approval and be announced to the membership in some way. Your thoughts?

6. There will be sections of the Handbook on the various quasi-administrative positions that have evolved for the chapter: Registered Agent, Archivist, Handbook Editor, Membership List Editor. These sections have not yet been written. Your thoughts on their future (i.e. if Pam Williams ever gets tired of keeping the membership list, will someone else be asked to do it?); on the responsibilities that should be included in their respective sections and on a name for the a group as a whole (they are not officers or committees) are needed.

7. What chapter position maintains SEAALL stationery? Are there guidelines for its use? Should there be? Should each committee automatically receive an initial supply or should they request if they need it?

8. What chapter position has responsibility for the supervision of SEAALL-L? What are those responsibilities? This may be another of those quasi-administrative functions like those in question 6.

I think that's all for now (aren't you glad). I would appreciate your thoughts on these issues within the next week or so if possible. Once you receive copies of the committee sections, let me know if you have suggestions on those also.

{Does Richard have email?}

Hazel

From: Self <Single-user mode>
To: Jim Heller
Subject: SEAALL Committees Responsibilities
Date sent: Fri, 30 Aug 1996 09:11:07

Jim

I have a few specific questions for you in addition to those in my email to the Executive Board

1. I have no materials on the Local Arrangements and Scholarship committees? Is this an oversight.
2. Placement -- Trina asked about monitoring the listservs. You replied that Sally was doing it. Why is Sally doing it? Shouldn't this be a Placement Committee function? They certainly need something to do. Is there stuff going on here that I don't know about?
3. Membership -- Sue suggested that they do promotional stuff in addition to a new brochure. You didn't specifically agree or disagree. Shouldn't that be the responsibility of the Newsletter/Public Relations Committee? Content would be provided by Membership, GRC, whatever committee is approved to do brochures, in conjunction with PR so that the styles would be consistent (especially if we get a really terrific logo) with any other promotional type stuff (t-shirts, whatever) under the umbrella of public relations?
4. Membership, pt. 2 -- Sue also suggested recognizing retiring members. This could get into the Life Membership arena. If we begin to make a big deal of those who retire, are we also going to establish criteria for life members? The Bylaws state that "The Chapter may at any regular meeting by a vote of two thirds of those present elect to life membership those who have been members of the Chapter for at least 10 years, but who have retired from active full-time library work, and any life member of AALL who resides in the Southeastern Chapter area." In the past this has been semi-contentious due to the assumption on the part of a retiree that life membership would be granted automatically upon retirement. If we are going to actively acknowledge the retiring members, I think we need to address this issue. We have also never done a very good job of even keeping up with our life members. I planned to have a section in the historical section that recognizes who they are currently (if we can figure it out).

Thanks.

Hazel

*Committee
questions*

From: "James S. Heller" <jshell@facstaff.wm.edu>
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Tue, 3 Sep 1996 10:54:37 +0000
Subject: Re: SEAALL Committees Responsibilities
Send reply to: jshell@facstaff.wm.edu
Priority: normal

HAZEL - MY COMMENTS IN CAPS

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GOOD QUESTION - I NEED TO SPEAK WITH SUE AND MARY

RE COORDINATION/RESPONSIBILITY..

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JIM

--

Jim Heller

William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

Promo
materials

From: "James S. Heller" <jshell@FACSTAFF.WM.EDU>
To: sburch@service1.uky.edu, mmccormi@lawsun.law.fsu.edu, hjohnson@tusc.net
Date sent: Tue, 3 Sep 1996 10:54:37 +0000
Subject: SEAALL Committees Responsibilities
Send reply to: jshell@FACSTAFF.WM.EDU
Priority: normal

Sue and Mary and Hazel,,

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A question arises regarding responsibility for producing seaall publications such as this -- whether the committee should do this, or instead the Newsletter/PR committee, or even the Education/Publications committee.

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Other committees may prepare some "promotional" type materials, but they should work with the Newsletter/PR committee to ensure a consistent look and feel (including the seaall logo), and also to avoid duplication or the possibility of sending out contradictory information.

I appreciate Hazel bringing this matter to my attention. What do you think?

Jim

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Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

Date sent: Thu, 5 Sep 1996 13:02:27 -0400 (EDT)
To: jshell@FACSTAFF.WM.EDU
From: Sue Burch <sburch@pop.uky.edu>
Subject: Re: SEAALL Committees Responsibilities
Copies to: mmccormi@lawsun.law.fsu.edu, hjohnson@tusc.net

Jim, Mary, & Hazel

Sept. 5, 1996

Thanks for the e-mail about the brochure. At the time I wrote the "suggested procedures" for the Membership Committee, I was unable to find anyone who had a copy of the SEAALL brochure -- so I just decided my Committee might be the one to try & reproduce what had already been done or even be so bold as to try to revise it!

If SEAALL wants consistency (and I think that's a great idea), then probably the Newsletter/PR Committee or the Education/Publication Committee would be a more appropriate, permanent place to oversee our publications. I feel no territorial responsibility regarding brochures!! :-)

And actually, this really all started when I began receiving phone calls from librarians regarding membership in SEAALL. I felt bad that all I had to send them was our dues notice!! It would be good p.r. after these calls to be able to follow up with a friendly SEAALL brochure and then "hit" them up for the dues!!

So, I'll go with whatever seems sensible. I'm flexible!
Just let me know what you all decide. Thanks. Sue

At 10:54 AM 9/3/96 +0000, you wrote:
>Sue and Mary and Hazel,,
>
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>
>
>
>

Sue Burch, Assistant Director/Administrative Librarian
University of Kentucky Law Library
620 S. Limestone Street
Lexington, KY 40506-0048
* * * * *

Phone: ☐ 606-257-5133
Fax: ☐ 606-323-4906
E-mail: sburch@pop.uky.edu ☐☐☐

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "'hjohnson@tusc.net'" <hjohnson@tusc.net>
Subject: SEAALL Handbook Questions-Reply
Date sent: Tue, 3 Sep 1996 14:51:37 -0400

Great questions! Answers follow:

1. Nominating Comm. Same comment as Jim

2. I like idea of preliminary report due at Summer business meeting. That meeting serves as a deadline to get committees up and running, and the first months of work could be reported on. Of course, I do not know when committees are appointed by, so do not really know how long a committee will have been functioning by AALL. But I still like the idea of using AALL as a deadline to get people going.

3. Seems that President could instruct comm. chairs to send budget requests to Treasurer, who puts budget together. Once again because I'm unclear about comm appointment timing, I do not have an idea about whether incoming or outgoing chair should make budget recc. If outgoing makes up budget, the incoming chair is limited. I think budget should be approved by the Board. It should also be published in newsletter periodically. Treasurer should transmit it to Registered Agent.

5. Would it be useful to suggest that 1/2 of each committee be appointed in each year for a two year term, to ensure continuity? I do not see anything wrong with two year terms, Gives everyone time to learn the job, and then time to actually do something with it!

7. Secretary should maintain SEAALL stationary. (I do have a supply now) Guidelines could indicate that if a committee needs official stationary, contact secretary. It would be wasteful to automatically distribute it to each chair ...

Let me know if you have any questions about my comments. Connie.

Connie Matzen
Director of Library Services
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan
P.O. Box 2611, Raleigh, NC 27602-2611

(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen @smithlaw.com

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "'Hazel Johnson'" <hjohnson@tusc.net>
Subject: SEALL- One more thing.Item 2
Date sent: Tue, 3 Sep 1996 15:01:38 -0400

The final annual report should be ready by and given at the April Business Meeting, I think, because once again that is a deadline. It is hard to produce an annual report when that year is over, and one has moved onto something else, in my opinion. Of course, I'm speaking from my own experience, or weakness, perhaps. A copy of the report given at the annual meeting may be handed on to the Registered Agent at that meeting (if that is required) and certainly can be handed on to the Archivist at that time. (More of "Bird in hand is worth two in the bush" line of thinking. The Comm. Chairs could be instructed to bring the needed additional copies to the meeting for distribution.

Do you remember the days of multi-colored reports distributed to everyone at the meeting? I'm not suggesting that we need to go that far, but just to have enough copies to give to the necessary repositories.

Thank you for indulging me.

Connie Matzen
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(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen @smithlaw.com

From: Donna Bausch <dbausch@leo.vsla.edu>
Subject: SEALL queries
To: Hazel Johnson <hjohnson@tusc.net>
Date sent: Wed, 4 Sep 96 18:23:52 EDT

Hazel-

Got any entries yet???

Re: your questions...

It's been the week from hell so far, but here goes...

1. I agree with Jim. Nominating can announce and notify winners, too. SCCLL does it this way and it works fine.
2. Agree with Jim (scary, huh?). If we don't ask for some reportage on where cmtes are going, they may not get there...
3. Richard did prepare a prelim budget, I thought, which took into account dues, etc. Let me know if he does not lay claim to such a document.
We need to come to our summer meeting with a draft budget (as I thought we did this year) and go from there....
So, approval should probably be at AALL. Treas to Registered Agent?
I'm sure that this doesn't have to turn out to be accurate by year end, but it is sort of done already...just not transmitted to RA.
4. I'll look it over, too.
5. I would agree that there should be some statement that encourages Presidents to make multiyear appointments, whenever possible and appropriate. Maybe not any more mandatory than that, tho, to keep flexibility and so as not to deter participation...
7. I think that stationery is a nonissue, as it causes more difficulty than it resolves - you need to include your own return address, etc, so it is just as good to use your own. I have no idea where it is or who to get it from.
8. Paul Birch and Joyce Janto can best address this. I _hope_ they'll be willing and able to continue to give the list a home at Richmond indefinitely. That's why it is so important to get just the right Director there!

As far as #6, you simply can't address all the contingencies in the handbook. I guess you, Mary and Paula Tejeda can describe what the RA does, which is basically pay the annual fee and file the annual report in a timely fashion, I guess. Must be

Florida resident.

Hope this addresses what you were seeking.

Donna Bausch
dbausch@leo.vsla.edu

From: "James S. Heller" <jshell@facstaff.wm.edu>
To: "Hazel L. Johnson" <hjohnson@tusc.net>
Date sent: Tue, 3 Sep 1996 10:54:36 +0000
Subject: Re: SEAALL Handbook Questions - <very long>
Send reply to: jshell@facstaff.wm.edu
Copies to: dbausch@leo.vsla.edu, janto@uofrlaw.urich.edu, cmatzen@smithlaw.com,
Priority: normal

- > I'm planning to send out the revised committee sections to current
- > committee chairs, selected previous committee chairs and the
- > Executive Committee on Tuesday or Wednesday of next week. In
- > addition to general review, I have specific information that I need
- > from each committee chair in order to complete the Handbook. I will
- > provide you with copies of the cover memos. The committee chairs
- > will be asked to review their sections and return to me with any
- > comments by October 1.
- >
- > I have not yet addressed the changes proposed in the Officer section
- > as it was more complete than the Committee section, but will be
- > working on it in September. If you have any additional comments on
- > your own section, please let me know.
- >
- > The questions below deal with some unresolved issues that I feel need
- > to be addressed by the Executive Committee. Please let me know how
- > each should be resolved. As you review them, keep in mind that the
- > purpose of the Handbook is to document the policies and procedures
- > of the chapter for future leaders so less time is spent re-inventing
- > the wheel. Those items that seem obvious to us may not be so obvious
- > three years from now.
- >
- > 1. What entity should announce the slate of candidates to the
- > membership? President, Secretary or Nominating Committee?

MY COMMENTS IN CAPS. (Jim Heller)

I THINK THE NOMINATING COMM. CHAIR SHOULD DO THIS

- >
- > 2. A preliminary committee report was theoretically required prior
- > to the Spring meeting with a final report prior to the summer
- > meeting. With the modification in the change of committee chairs and
- > officers, is the summer meeting too soon to require a preliminary
- > report. Should the preliminary committee report be eliminated?
- > Should the report continue to be required as a way to force
- > committees to get busy?

I SUGGEST A PRELIM. REPORT BY OCTOBER 1, AND A FINAL
REPORT BY MAY 1 (THE FINAL REPORT PROBABLY SHOULD
BE DUE AFTER THE ANNUAL MEETING, RATHER THAN BEFORE IT).

- >
- > 3. Our non-profit status requires that we prepare a budget for the

- > chapter. I don't recall seeing one in recent years. Does a budget
- > process exist? If so, please let me know what the process entails so
- > it can be documented for the committees. If not, a process needs to
- > be established. I've included references to budget preparation in
- > the chapter calendar and in each committee section, but they are not
- > complete. Who will make budget proposals for the coming fiscal year?
- > Current committees? When will they be due for approval by the
- > Executive Committee? Who will present the budget to the membership?
- > When? Who will transmit it to the Registered Agent?

WE HAVE A "DRAFT" BUDGET FOR THE ANNUAL MEETING, BUT THERE'S NOTHING BEYOND THAT. SO A TRUE BUDGET FOR THE ENTIRE CHAPTER DOES NOT EXIST

NOR DO WE HAVE A SOPHISTICATED "PROCESS". THE PRES. SHOULD CONTACT EACH COMMITTEE AND ASK THEM IF THEY NEED FUNDING FOR ANY PROJECTS. THE PRES. I WOULD THEN SEND THOSE PROPOSALS TO THE BOARD.

- > 4. There is a general statement in each committee section that
- > regular committee expenses will not be reimbursed. This should be
- > interpreted to mean telephone calls, correspondence between committee
- > members etc. For those committees who have larger responsibilities,
- > Membership, Newsletter/PR, etc. language has been included that
- > authorizes specific expenditures. Please review and let me know if
- > there are other items which should be included. I will also be
- > asking the committee chairs about this.

WILL DO

- >
- > 5. I suggested to Jim that committee appointments should be made for
- > two years to ensure continuity. He agreed, but seemingly only on the
- > Education/Publications Committee. This policy would probably help
- > all the committees function more efficiently and have put that
- > language into the Handbook. [I exempted Program due to the high
- > level of work involved, but an argument might be made for some of the
- > slots to be two year with room for the Chair to add individuals].
- > This is a fairly significant change in procedure and probably should
- > have Executive Committee approval and be announced to the membership
- > in some way. Your thoughts?

HAZEL - I THOUGHT YOUR RECOMM. WAS ONLY FOR THE ED/PUB COMMITTEE. AS A MATTER OF PRACTICE I THINK THE PRESIDENT OFTEN TRIES TO PLACE SOME INCUMBENTS ON THE COMMITTEE. I THINK MOST MEMBERS WOULD HAVE NO PROBLEM WITH TWO YEAR APPOINTMENTS.

- >
- > 6. There will be sections of the Handbook on the various
- > quasi-administrative positions that have evolved for the chapter:
- > Registered Agent, Archivist, Handbook Editor, Membership List
- > Editor. These sections have not yet been written. Your thoughts on
- > their future (i.e. if Pam Williams ever gets tired of keeping the

- > membership list, will someone else be asked to do it?); on the
- > responsibilities that should be included in their respective sections
- > and on a name for the a group as a whole (they are not officers or
- > committees) are needed.

PERHAPS A SECTION ON "OTHER ADMINISTRATIVE RESPONSIBILITIES."

I THINK WE ALL NEED DETAILS ON WHAT OFFICERS AND COMM. CHAIRS SHOULD SEND TO THE ARCHIVIST.
IF WE HAVE GUIDELINES, I'M NOT AWARE OF WHAT THEY ARE.

- > 7. What chapter position maintains SEAALL stationery? Are there guidelines for its
- > use? Should there be? Should each committee automatically receive
- > an initial supply or should they request if they need it?

I HAVE SOME SEAALL STATIONERY, BUT RARELY USE IT. I THINK EACH OFFICER MIGHT WANT SOME, BUT AM NOT SURE HOW MUCH IT WOULD BE USED. THE CHAIR OF THE GOVT. RELATIONS COMM. NEEDS IT BECAUSE S/HE SENDS OUT LETTERS UNDER THE CHAPTER'S NAME.

I DO NOT THINK EACH COMM. CHAIR SHOULD AUTOMATICALLY RECEIVE STATIONARY. I THINK IT WOULD BE A WASTE OF MONEY - CHAIRS (IF THEY COMMUNICATE WITH THEIR MEMBERS BY PAPER AT ALL) CAN USE THEIR INSTITUTIONAL STATIONERY.

- >
- > 8. What chapter position has responsibility for the supervision of
- > SEAALL-L? What are those responsibilities? This may be another of
- > those quasi-administrative functions like those in question 6.

GOOD QUESTION. IT IS A #6 QUESTION. I ASSUME PAUL BIRCH DOES THIS NOW.

- > {Does Richard have email?}

NO - HE DOESN'T. I FAX EVERYTHING TO HIM.

>

Jim Heller

William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

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- > I'm planning to send out the revised committee sections to current
- > committee chairs, selected previous committee chairs and the
- > Executive Committee on Tuesday or Wednesday of next week. In
- > addition to general review, I have specific information that I need
- > from each committee chair in order to complete the Handbook. I will
- > provide you with copies of the cover memos. The committee chairs
- > will be asked to review their sections and return to me with any
- > comments by October 1.
- >
- > I have not yet addressed the changes proposed in the Officer section
- > as it was more complete than the Committee section, but will be
- > working on it in September. If you have any additional comments on
- > your own section, please let me know.
- >
- > The questions below deal with some unresolved issues that I feel need
- > to be addressed by the Executive Committee. Please let me know how
- > each should be resolved. As you review them, keep in mind that the
- > purpose of the Handbook is to document the policies and procedures
- > of the chapter for future leaders so less time is spent re-inventing
- > the wheel. Those items that seem obvious to us may not be so obvious
- > three years from now.
- >
- > 1. What entity should announce the slate of candidates to the
- > membership? President, Secretary or Nominating Committee?

MY COMMENTS IN CAPS. (Jim Heller)

I THINK THE NOMINATING COMM. CHAIR SHOULD DO THIS

- >
- > 2. A preliminary committee report was theoretically required prior
- > to the Spring meeting with a final report prior to the summer
- > meeting. With the modification in the change of committee chairs and
- > officers, is the summer meeting too soon to require a preliminary
- > report. Should the preliminary committee report be eliminated?
- > Should the report continue to be required as a way to force
- > committees to get busy?

I SUGGEST A PRELIM. REPORT BY OCTOBER 1, AND A FINAL
REPORT BY MAY 1 (THE FINAL REPORT PROBABLY SHOULD
BE DUE AFTER THE ANNUAL MEETING, RATHER THAN BEFORE IT).

- >
- > 3. Our non-profit status requires that we prepare a budget for the
- > chapter. I don't recall seeing one in recent years. Does a budget
- > process exist? If so, please let me know what the process entails so
- > it can be documented for the committees. If not, a process needs to
- > be established. I've included references to budget preparation in
- > the chapter calendar and in each committee section, but they are not
- > complete. Who will make budget proposals for the coming fiscal year?
- > Current committees? When will they be due for approval by the
- > Executive Committee? Who will present the budget to the membership?
- > When? Who will transmit it to the Registered Agent?

WE HAVE A "DRAFT" BUDGET FOR THE ANNUAL MEETING, BUT

THERE'S NOTHING BEYOND THAT. SO A TRUE BUDGET FOR THE ENTIRE CHAPTER DOES NOT EXIST

NOR DO WE HAVE A SOPHISTICATED "PROCESS". THE PRES. SHOULD CONTACT EACH COMMITTEE AND ASK THEM IF THEY NEED FUNDING FOR ANY PROJECTS. THE PRES. I WOULD THEN SEND THOSE PROPOSALS TO THE BOARD.

- > 4. There is a general statement in each committee section that
- > regular committee expenses will not be reimbursed. This should be
- > interpreted to mean telephone calls, correspondence between committee
- > members etc. For those committees who have larger responsibilities,
- > Membership, Newsletter/PR, etc. language has been included that
- > authorizes specific expenditures. Please review and let me know if
- > there are other items which should be included. I will also be
- > asking the committee chairs about this.

WILL DO

- >
- > 5. I suggested to Jim that committee appointments should be made for
- > two years to ensure continuity. He agreed, but seemingly only on the
- > Education/Publications Committee. This policy would probably help
- > all the committees function more efficiently and have put that
- > language into the Handbook. [I exempted Program due to the high
- > level of work involved, but an argument might be made for some of the
- > slots to be two year with room for the Chair to add individuals].
- > This is a fairly significant change in procedure and probably should
- > have Executive Committee approval and be announced to the membership
- > in some way. Your thoughts?

HAZEL - I THOUGHT YOUR RECOMM. WAS ONLY FOR THE ED/PUB COMMITTEE. AS A MATTER OF PRACTICE I THINK THE PRESIDENT OFTEN TRIES TO PLACE SOME INCUMBENTS ON THE COMMITTEE. I THINK MOST MEMBERS WOULD HAVE NO PROBLEM WITH TWO YEAR APPOINTMENTS.

- >
- > 6. There will be sections of the Handbook on the various
- > quasi-administrative positions that have evolved for the chapter:
- > Registered Agent, Archivist, Handbook Editor, Membership List
- > Editor. These sections have not yet been written. Your thoughts on
- > their future (i.e. if Pam Williams ever gets tired of keeping the
- > membership list, will someone else be asked to do it?); on the
- > responsibilities that should be included in their respective sections
- > and on a name for the a group as a whole (they are not officers or
- > committees) are needed.

PERHAPS A SECTION ON "OTHER ADMINISTRATIVE RESPONSIBILITIES."

I THINK WE ALL NEED DETAILS ON WHAT OFFICERS AND COMM. CHAIRS SHOULD SEND TO THE ARCHIVIST. IF WE HAVE GUIDELINES, I'M NOT AWARE OF WHAT THEY ARE.

- > 7. What chapter position maintains SEAALL stationery? Are there guidelines for its
- > use? Should there be? Should each committee automatically receive
- > an initial supply or should they request if they need it?

I HAVE SOME SEAALL STATIONERY, BUT RARELY USE IT. I THINK EACH OFFICER MIGHT WANT SOME, BUT AM NOT SURE HOW MUCH IT WOULD BE USED. THE CHAIR OF THE GOVT. RELATIONS COMM. NEEDS IT BECAUSE S/HE SENDS OUT

LETTERS UNDER THE CHAPTER'S NAME.

I DO NOT THINK EACH COMM. CHAIR SHOULD AUTOMATICALLY RECEIVE STATIONARY. I THINK IT WOULD BE A WASTE OF MONEY - CHAIRS (IF THEY COMMUNICATE WITH THEIR MEMBERS BY PAPER AT ALL) CAN USE THEIR INSTITUTIONAL STATIONERY.

- >
- > 8. What chapter position has responsibility for the supervision of
- > SEAALL-L? What are those responsibilities? This may be another of
- > those quasi-administrative functions like those in question 6.

GOOD QUESTION. IT IS A #6 QUESTION. I ASSUME PAUL BIRCH DOES THIS NOW.

- > {Does Richard have email?}

NO - HE DOESN'T. I FAX EVERYTHING TO HIM.

>

--

Jim Heller

William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "'Hazel Johnson'" <hjohnson@tusc.net>
Subject: SEAALL- One more thing.Item 2
Date sent: Tue, 3 Sep 1996 15:01:38 -0400

The final annual report should be ready by and given at the April Business Meeting, I think, because once again that is a deadline. It is hard to produce an annual report when that year is over, and one has moved onto something else, in my opinion. Of course, I'm speaking from my own experience, or weakness, perhaps. A copy of the report given at the annual meeting may be handed on to the Registered Agent at that meeting (if that is required) and certainly can be handed on to the Archivist at that time. (More of "Bird in hand is worth two in the bush" line of thinking. The Comm. Chairs could be instructed to bring the needed additional copies to the meeting for distribution.

Do you remember the days of multi-colored reports distributed to everyone at the meeting? I'm not suggesting that we need to go that far, but just to have enough copies to give to the necessary repositories.

Thank you for indulging me.

Connie Matzen
Director of Library Services
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan
P.O. Box 2611, Raleigh, NC 27602-2611

(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen @smithlaw.com

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "hjohnson@tusc.net" <hjohnson@tusc.net>
Subject: SEAALL Handbook Questions-Reply
Date sent: Tue, 3 Sep 1996 14:51:37 -0400

Great questions! Answers follow:

1. Nominating Comm. Same comment as Jim
2. I like idea of preliminary report due at Summer business meeting. That meeting serves as a deadline to get committees up and running, and the first months of work could be reported on. Of course, I do not know when committees are appointed by, so do not really know how long a committee will have been functioning by AALL. But I still like the idea of using AALL as a deadline to get people going.
3. Seems that President could instruct comm. chairs to send budget requests to Treasurer, who puts budget together. Once again because I'm unclear about comm appointment timing, I do not have an idea about whether incoming or outgoing chair should make budget recc. If outgoing makes up budget, the incoming chair is limited. I think budget should be approved by the Board. It should also be published in newsletter periodically. Treasurer should transmit it to Registered Agent.
5. Would it be useful to suggest that 1/2 of each committee be appointed in each year for a two year term, to ensure continuity? I do not see anything wrong with two year terms, Gives everyone time to learn the job, and then time to actually do something with it!
7. Secretary should maintain SEAALL stationary. (I do have a supply now) Guidelines could indicate that if a committee needs official stationary, contact secretary. It would be wasteful to automatically distribute it to each chair ...

Let me know if you have any questions about my comments. Connie.

Connie Matzen
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(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen @smithlaw.com

From: Self <Single-user mode>
To: Jim Heller, Connie Matzen
Subject: SEAALL Handbook questions - reply
Date sent: Wed, 4 Sep 1996 09:01:54

Thanks for your quick responses.

There are a couple of things that we will need to clarify and come to an agreement on - Committee reports and Budget process. Since I've only received comments from the two of you (Jim and Connie) so far, it seems prudent to wait and hear from Joyce, Donna and Richard before making a final decision. When (and if) that occurs, I'll summarize the comments and share them with all. These are actually fairly minor aspects of the process and it might be useful to get committee chair reaction to them.

I'll go ahead and send out the stuff to the committee chairs, noting the places that require comment and we can see what happens.

Hazel

From: Donna Bausch <dbausch@leo.vsla.edu>
Subject: SEAALL queries
To: Hazel Johnson <hjohnson@tusc.net>
Date sent: Wed, 4 Sep 96 18:23:52 EDT

Hazel-

Got any entries yet???

Re: your questions...

It's been the week from hell so far, but here goes...

1. I agree with Jim. Nominating can announce and notify winners, too. SCCLL does it this way and it works fine.
2. Agree with Jim (scary, huh?). If we don't ask for some reportage on where cmtes are going, they may not get there...
3. Richard did prepare a prelim budget, I thought, which took into account dues, etc. Let me know if he does not lay claim to such a document.
We need to come to our summer meeting with a draft budget (as I thought we did this year) and go from there....
So, approval should probably be at AALL. Treas to Registered Agent?
I'm sure that this doesn't have to turn out to be accurate by year end, but it is sort of done already...just not transmitted to RA.
4. I'll look it over, too.
5. I would agree that there should be some statement that encourages Presidents to make multiyear appointments, whenever possible and appropriate. Maybe not any more mandatory than that, tho, to keep flexibility and so as not to deter participation...
7. I think that stationery is a nonissue, as it causes more difficulty than it resolves - you need to include your own return address, etc, so it is just as good to use your own. I have no idea where it is or who to get it from.
8. Paul Birch and Joyce Janto can best address this. I _hope_ they'll be willing and able to continue to give the list a home at Richmond indefinitely. That's why it is so important to get just the right Director there!

As far as #6, you simply can't address all the contingencies in the handbook. I guess you, Mary and Paula Tejeda can describe what the RA does, which is basically pay the annual fee and file the annual report in a timely fashion, I guess. Must be Florida resident.

Hope this addresses what you were seeking.

Donna Bausch
dbausch@leo.vsla.edu

Date sent: Thu, 5 Sep 1996 13:02:27 -0400 (EDT)
To: jshell@FACSTAFF.WM.EDU
From: Sue Burch <sburch@pop.uky.edu>
Subject: Re: SEAALL Committees Responsibilities
Copies to: mmccormi@lawsun.law.fsu.edu, hjohnson@tusc.net

Jim, Mary, & Hazel

Sept. 5, 1996

Thanks for the e-mail about the brochure. At the time I wrote the "suggested procedures" for the Membership Committee, I was unable to find anyone who had a copy of the SEAALL brochure -- so I just decided my Committee might be the one to try & reproduce what had already been done or even be so bold as to try to revise it!

If SEAALL wants consistency (and I think that's a great idea), then probably the Newsletter/PR Committee or the Education/Publication Committee would be a more appropriate, permanent place to oversee our publications. I feel no territorial responsibility regarding brochures!! :-)

And actually, this really all started when I began receiving phone calls from librarians regarding membership in SEAALL. I felt bad that all I had to send them was our dues notice!! It would be good p.r. after these calls to be able to follow up with a friendly SEAALL brochure and then "hit" them up for the dues!!

So, I'll go with whatever seems sensible. I'm flexible!
Just let me know what you all decide. Thanks. Sue

At 10:54 AM 9/3/96 +0000, you wrote:

>Sue and Mary and Hazel,,
>

>In Sue's letter to me about committee activities, she Sue suggested that
>the Membership Comm. engage in some promotional activities,
>including a new brochure.
>

>A question arises regarding responsibility for producing seaall
>publications such as this -- whether the committee should do this,
>or instead the Newsletter/PR committee, or even the Education/
>Publications committee.
>

>It's important that seaall publications have a consistent
>look and feel, which means that some coordination is needed
>between the committee that drafts the content, and another
>committee that has oversight over such publications.
>

>Two of our committees -- Newsletter/PR and Ed/Pub will engage in
>some "publication" activities. I think the Ed/Pub committee
>should focus on "educational" type information (such as
>research guides, etc.) designed primarily, but not exclusively,
>for our members.
>

>The Newsletter/PR committee on the other hand, in addition
>to the newsletter, should focus on materials with an "external" focus -
>materials oriented not to existing seaall members, but to potential members,
>library schools, etc. (The PR part of the committee).
>

>Other committees may prepare some "promotional" type materials, but
>they should work with the Newsletter/PR committee to ensure a
>consistent look and feel (including the seaall logo), and also to avoid

>duplication or the possibility of sending out contradictory information.

>

>I appreciate Hazel bringing this matter to my attention. What do you
>think?

>

>Jim

>--

>Jim Heller

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>

>

>

>

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HAZEL

OK 2/7

Hazel L. Johnson
Law Library Services Consultant

4709 Lakeview Estates Drive
Northport, Alabama 35476
205-339-7514
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September 6, 1996

Timothy Coggins
Director and Assistant Professor of Law
University of Alabama Law Library
Box 870383
Tuscaloosa, AL 35487-0383

Dear Tim:

Thank you for your comments on the previous draft of the SEAALL Handbook which Jim Heller forwarded to me. The modifications and project lists you submitted have been incorporated into this draft. Other revisions and enhancements include a preliminary budgeting and reimbursement process. For one final review, I've enclosed the following:

1. Pages for the Government Relations Committee,
2. Pages describing committee responsibilities generally
3. The general chapter calendar

The pages are also being sent to previous committee chairs and the Executive Committee for review.

The purpose of the Procedure Manual and Handbook is to document the responsibilities and procedures of each SEAALL officer and committee for future officers and committee chairs. This will provide for more efficient chapter functioning and should make annual transitions easier. Consequently, I have a few additional questions about the functions and procedures of the Government Relations Committee.

Please review the enclosed materials, complete the questionnaire and return it to me by October 11, 1996. This is our opportunity to document SEAALL procedures for our successors.

Thanks very much for your assistance.

Sincerely,

Hazel L. Johnson

Enclosures

Government Relations Committee

A. Committee Charge

1. The Government Relations Committee shall monitor the legislative, regulatory and judicial developments that affect SEAALL, the practice of law librarianship or the creation and dissemination of information for the states in the southeastern region of the United States. The Committee should inform the SEAALL membership about these issues through the newsletter or other means, should draft proposed resolutions, position papers and letters as appropriate for adoption by the Executive Committee and/or the membership, and should coordinate such efforts as are approved by the Executive Board to testify or otherwise communicate SEAALL views to the appropriate bodies. This Committee also may coordinate other relevant activities such as workshops or other educational activities at the annual meeting and should undertake other activities as directed by the Executive Committee.

B. Articles/Bylaws Statements

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - a. Develop and regularly update a SEAALL Government Relations Policy.
 - b. Publish a regular article in the *Southeastern Law Librarian* and investigate the need for other types of information alerts, including special inserts in the newsletter, SEAALL discussion list postings, etc.
 - c. Develop and distribute a lobbying brochure that describes effective methods for communicating with state elected and appointed officials.
 - d. Draft letters to elected and appointed officials.
 - e. Monitor legislative, judicial and regulatory developments in Southeastern states.
 - f. Review various publications, discussion lists and other relevant sources for information relating to the creation and distribution of information.
 - g. Present programs at the annual chapter meeting as appropriate.
2. Budget
 - a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
 - b. The proposal is due to the President one month prior to the annual chapter meeting.
3. Handbook
 - a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting

modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee will hold three to four conference calls per year and will meet during the annual chapter meeting and the AALL annual meeting.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. President/Executive Committee

- a. The committee works closely with the President and Executive Committee, notifying them of developments in the member states.

2. Newsletter/Public Relations

- a. The committee works with editor of the *Southeastern Law Librarian* for the regular publications of relevant information.

3. Program

- a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Government Relations Committee.

4. Other SEAALL Committees

- a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- a. Ordinary expenses *such as* incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses

- a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
- c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
 - a. Committee files for the previous three years
 - (1) Government Relations Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - b. SEAALL lobbying brochure, current stock, disk copy
2. Collect during term
 - a. Items enumerated above.
3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
April	President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
April	<i>Southeastern Law Librarian</i> copy deadline.
April/	Incoming Chair receives files from previous chair within one month of annual chapter
May	meeting but not later than May 15.
	Chair receives final list of committee members and any special assignments from the President.
	Chair contacts committee members and begins the process of monitoring state developments, assigning newsletter columns, structuring the year's work, and handling other assignments.
June	Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
July	Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
	Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
August	<i>Southeastern Law Librarian</i> copy deadline.
October	<i>Southeastern Law Librarian</i> copy deadline.

- January** *Southeastern Law Librarian* copy deadline.
- February/
March** Chair prepares annual committee report. Report is due to President one month prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Letters to elected officials on government information policies - Sample
5. Lobbying brochure
6. SEAALL Government Relations Policy

SEAALL HANDBOOK REVISION

Committee Questionnaire

PART I: GOVERNMENT RELATIONS COMMITTEE GENERAL PROCEDURES

A. CHARGE --

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?



B. ARTICLES AND BYLAWS STATEMENTS --

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]



C. COMPOSITION OF COMMITTEES --

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?


Probably should be five or six members, but not much larger

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

Yes

D. RESPONSIBILITIES -- Projects


[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]


1. Question: Are all committee projects listed? Please edit the enclosed document if not.


2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES --


[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?


2. Question: Should other committees be included?


F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there specific expenses of the Government Relations Committee that have traditionally been absorbed by the chapter?


G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

2. Question: Are there other items that you wanted to receive?

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Government Relations Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Government Relations Committee that should be included? Do you have copies?

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

A. Are there Government Relations Committee deadlines that need to be added to the General Chapter Calendar?

✓ No

PART III: QUESTIONS SPECIFIC TO GOVERNMENT RELATIONS COMMITTEE:

Question: In your correspondence with Jim, under section D responsibilities, you listed "Draft letters to elected and appointed officials." Should that be clarified to indicate the issues the letters should concern?

Question: Are there procedures for getting approval from the Executive Committee before you communicate with elected or appointed officials?

Committees

General Committee Guidelines

okay

A. Articles/Bylaws Statements

1. There shall be the following standing committees:
(1) Program; (2) Membership; (3) Nominating; (4) Placement; (5) Scholarship; (6) Articles and Bylaws; (7) Newsletter. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

Editor's Note: Formal amendments to the Articles are pending which would add the Education/Public Relations, Government Relations and Service to SEAALL committees to the list of standing committees in Article VIII. Amendments are also pending to alter the name of the Newsletter Committee to Newsletter/Public Relations Committee. [8/26/96]

2. Special committees may be created as necessary. The president shall appoint all members of the special committees. (Articles, Art. VIII)

Editor's Note: Current special committees include Education, Government Relations, Local Arrangements, Publications, Publicity and Public Relations and Service to SEAALL.

B. Composition of Committees

1. Committee members will be appointed by the incoming President from those of the general membership who express an interest on the Committee Preference Form.
2. The incoming President may also solicit other members for committee membership, if necessary.
3. When appropriate, committee members will be appointed to two year terms to provide continuity for the committee.
4. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
5. For all committee appointments, the incoming President will attempt to balance geographical and type of library considerations.

C. General Committee Responsibilities

1. Committee Charge

- a. Committees shall execute their responsibilities as defined by the general committee charge.
- b. Committees shall execute any special responsibilities as directed by the incoming President in a special charge to the committee.

2. Reports

- a. The Committee Chair will prepare a preliminary committee report to be distributed at the chapter business meeting during AALL.
- b. The Committee Chair will prepare a final committee report to be distributed at the annual chapter meeting.

3. Meetings

- a. Committee Meetings

- (1) The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- (2) Minutes should be recorded for each conference call and meeting.
- (3) Meeting time and rooms at the annual chapter meeting will be made available to each committee desiring such.

b. Executive Committee Meetings

- (1) The Chair or a designate will attend any Executive Committee meeting if invited by the President.

4. Relationships with other SEAALL Committees or Officers

- a. The Committee will establish and maintain contact with any SEAALL Committee or Officer indicated in the appropriate Chapter handbook section, or with any other committee as is required to complete the responsibilities of the committee.

5. Committee Procedures

- a. Each Committee should look to this Handbook for information regarding the existing policies and procedures of the committee.
- b. The Committee may modify stated policies or procedures or develop new policies or procedures if directed by the Executive Committee or as may become necessary for the efficient functioning of the committee and the completion of the committee's responsibilities.
- c. Any **substantive** changes in policies or procedures should be submitted to the Executive Committee for review, if so directed by the Executive Committee.
- d. **ALL** changes in policies or procedures should be documented and submitted to the Handbook Editor one month prior to the next annual chapter meeting.

6. Maintenance and Transfer of Records

- a. The Chair will collect and maintain all appropriate committee records during his/her term of office.
- b. The outgoing Chair will transfer all records identified in the Handbook section on the Committee to the incoming Chair within one month of leaving the position.
- c. The outgoing Chair will transfer all records identified for inclusion in the SEAALL Archives in a timely fashion.

D. Calendar of Responsibilities

**March/
April** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of Chapter Handbook or relevant sections from Handbook Editor.

**April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

- June** Chair prepares interim committee report. Report is due to President one month prior to chapter business meeting.
- July** Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
- February/** Chair prepares or delegates the preparation of final committee report. Report is due to
March President one month prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April** Outgoing Chair prepares and delivers committee files to incoming Chair and/or SEAALL Archives within one month following the annual chapter meeting, but no later than May 15.

E. Relevant Chapter Forms

1. Interim Committee Report -- Sample
2. Final Committee Report -- Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Other forms specific to the Committee as identified in the appropriate Handbook section.

General Chapter Information

Chapter Calendar

Looks okay to
me

March/April

- Annual chapter meeting and educational institute held.
- Executive Committee meets prior to business meeting.
- Service to SEAALL award presented during business meeting.
- Full year financial report prepared by Treasurer.
- Vice-President/President-Elect becomes President at end of business meeting.
- Other new officers assume positions at end of meeting.
- New committee chairs assume positions at end of meeting.
- Chapter Handbook is distributed to new officers and committee chairs.

April

- Chapter Fiscal Year Begins
- Chapter Annual Report due to AALL.
- Registered Agent files chapter annual report with Florida Secretary of State.
- Dues notices mailed; payable by September 1.
- *Southeastern Law Librarian* deadline (Issue 3- Spring).

April/May

- All appropriate records are conveyed to new officers and committee chairs within one month of leaving office.

May

- *Southeastern Law Librarian* delivered (Issue 3).

June/July

- Quarterly financial report prepared by Treasurer.

July

- Annual chapter business meeting held during AALL annual convention.
- Executive Committee meets prior to Chapter Business Meeting.

August

- *Southeastern Law Librarian* deadline (Issue 4 - Summer).

September

- Lucile Elliott Scholarships funding established by Executive Committee on or before September 1.

- Budget for annual chapter meeting and educational institute prepared by Local Arrangements Committee and Program Committee.
- Memberships of those who have not paid dues removed from membership roster.
- *Southeastern Law Librarian* delivered.

September/October

- Quarterly financial report prepared by Treasurer.

October

- *Southeastern Law Librarian* deadline (Issue 1- Fall - new volume).

November

- *Southeastern Law Librarian* delivered.
- Nominating Committee presents slate of candidates to President.
- Nominating Committee sends candidate biographies to Secretary for preparation of ballots.

December/January

- Quarterly financial report prepared by Treasurer.
- President announces slate of candidates.

January

- Secretary mails ballots on January 15.
- Committee preference form distributed with ballots.
- Chapter Mid-year report due to AALL.
- Annual meeting program registration packet distributed.
- *Southeastern Law Librarian* deadline (Issue 2 - Winter).

February

- Ballots due to Secretary by February 15.
- Candidates notified of election results by President.
- *Southeastern Law Librarian* delivered.

February/March

- Final committee reports due one month prior to annual chapter meeting
- Officers and Committee Chairs submit budget requests for next fiscal year
- Handbook modifications due one month prior to annual chapter meeting.

HAZEL

Hazel L. Johnson
Law Library Services Consultant

4709 Lakeview Estates Drive
Northport, Alabama 35476
205-339-7514
e-mail: hjohnson@tusc.net

September 6, 1996

Timothy Coggins
Director and Associate Professor of Law
University of Alabama Law Library
Box 870383
Tuscaloosa, AL 35487-0393

Dear Tim:

Thank you for your comments on the previous draft of the SEAALL Handbook which Jim Heller forwarded to me. The modifications and project lists you submitted have been incorporated into this draft. Other revisions and enhancements include a preliminary budgeting and reimbursement process. For one final review, I've enclosed the following:

1. Pages for the Service to SEAALL Committee,
2. Pages describing committee responsibilities generally
3. The general chapter calendar

The pages are also being sent to previous committee chairs and the Executive Committee for review.

The purpose of the Procedure Manual and Handbook is to document the responsibilities and procedures of each SEAALL officer and committee for future officers and committee chairs. This will provide for more efficient chapter functioning and should make annual transitions easier. Consequently, I have a few additional questions about the functions and procedures of the Service to SEAALL Committee.

Please review the enclosed materials, complete the questionnaire and return it to me by October 11, 1996. This is our opportunity to document SEAALL procedures for our successors.

Thanks very much for your assistance.

Sincerely,

Hazel L. Johnson

Enclosures

SEAALL HANDBOOK REVISION

Committee Questionnaire

PART I: SERVICE TO SEAALL COMMITTEE GENERAL PROCEDURES

A. CHARGE --

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

Yes

B. ARTICLES AND BYLAWS STATEMENTS --

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]

C. COMPOSITION OF COMMITTEES --

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

Everyone already serves 2-yr. terms
except the past president

D. RESPONSIBILITIES -- Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

✓

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

✓

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES --

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

✓

2. Question: Should other committees be included?

✓

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there any specific expenses of the Service to SEAALL Committee that have traditionally been absorbed by the chapter?

G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

nothing for previous chair

2. Question: Are there other items that you wanted to receive?

yes

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Service to SEAALL Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Service to SEAALL Committee that should be included? Do you have copies?

NO

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

- A. Are there Service to SEAALL Committee deadlines that need to be added to the General Chapter Calendar?

Service to SEAALL Committee

A. Committee Charge

1. The Service to SEAALL Committee is charged with receiving nominations, selecting candidates and giving an award to the chapter member who has made special, significant and sustained contributions to the Chapter.

B. Articles/Bylaws Statements

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition

1. The committee is composed of the Immediate Past President and the two immediately previous award winners.
2. The committee chair is the previous winner who is serving his/her last year on the committee.

D. Responsibilities

1. Projects

a. SEAALL Service Award

- (1) Solicit and compile information about potential award candidates:
 - (a) Use all appropriate media for solicitation of candidates including *Southeastern Law Librarian*, *seaall-l*, announcements during chapter meetings, etc.
- (2) Criteria are:
 - (a) Candidate must have given special service to the chapter.
 - (b) Candidate must have a sustained record of service.
 - (c) Candidate must have been a chapter member for at least five years.
 - (d) Current and immediate past officers are not eligible.
- (3) The award does not have to be presented ~~in any~~ year.

- b. Review award criteria as needed.
- c. Review committee composition as needed.
- d. Develop information to assist the committee in making the award.

2. Budget

- a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
- b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook

- a. The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls

as needed.

- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. President

- a. The committee will keep the President informed of its activities as appropriate.

2. Newsletter/Public Relations

- a. The Committee will provide articles on the award to the *Southeastern Law Librarian*. Articles will include a solicitation for nominees and a report on the winner.

3. Other SEAALL Committees

- a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses

- a. The chapter will reimbursement the cost of the plaque that is presented to the award winner.
- b. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
- c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor

- a. Committee files for the previous three years.
- b. Copies of any project files for the previous three years.

2. Collect during term

- a. Items enumerated above.

3. Convey to successor/Archives

- a. Items enumerated above.
- b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the

- April** President. (Attendance can be delegated.)
- Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
- Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
- Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
- April** *Southeastern Law Librarian* copy deadline.
- April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
- Chair receives final list of committee members and any special assignments from the President.
- June** Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
- July** Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
- August** *Southeastern Law Librarian* copy deadline.
- October** *Southeastern Law Librarian* copy deadline.
- January** *Southeastern Law Librarian* copy deadline.
- February/
March** Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Chart of Nominee's Service to Chapter
5. Service Award Language

Hazel -

When you are revising the SEAALL Handbook, would you include the following two items - one under the Service to SEAALL Committee and one under the Newsletter Editor's pages? Thanks. Tim

SERVICE TO SEAALL COMMITTEE

Jim suggested that we include a "model" of the plaque. How about the following? "The exact wording and the style of the plaque presented to the recipient vary from year to year. Two examples are shown below."

Example 1:

DISTINGUISHED SERVICE
AWARD
PRESENTED TO
name here
◇◇◇◇◇◇◇◇◇◇
BY THE
SOUTHEASTERN CHAPTER, A.A.L.L.

design here

IN RECOGNITION OF
SUSTAINED SPECIAL SERVICE
TO THE CHAPTER
◇◇◇◇◇◇◇◇◇◇
date

Example 2:

PRESENTED TO
name
BY THE
SOUTHEASTERN CHAPTER, A.A.L.L.
IN RECOGNITION OF
HER SUSTAINED, SPECIAL SERVICE
TO THE CHAPTER

design here

date

The Southeastern Law Librarian

Add something like the following: "The Fall issue of The Southeastern Law Librarian should include an article about the Service to the Chapter Award, including a solicitation of nominations for the award."

From: "James S. Heller" <jshell@facstaff.wm.edu>
To: mmccormi@lawsun.law.fsu.edu, hjohnson@tusc.net
Date sent: Wed, 11 Sep 1996 14:11:05 +0000
Subject: SEAALL Committees Responsibilities - Publications
Send reply to: jshell@facstaff.wm.edu
Priority: normal

Mary and Hazel,

You should have received SueBurch's email last week, which I've attached below. Sue's note responded to mine about responsibility for overseeing seaall pubs. In my email to her (which I copied both of you) I suggested that Ed/Pub work on educational type information (mostly with an internal focus) and Newsletter/Pr work on materials with an external focus (in addition to the newsletter).

I'd like to hear your reactions, and any suggestions you have on how we can effectively (as simply as possible) coordinate our pubs. so that they're high quality and have a consistent look and feel.

Does my suggestion make sense to you? If so, what's the next step - identifying pubs. and setting responsibility for them? How do we ensure coordination among the 2 committees - consultation of the 2 chairs?

Jim

Jim, Mary, & Hazel

Sept. 5, 1996

Thanks for the e-mail about the brochure. At the time I wrote the "suggested procedures" for the Membership Committee, I was unable to find anyone who had a copy of the SEAALL brochure -- so I just decided my Committee might be the one to try & reproduce what had already been done or even be so bold as to try to revise it!

If SEAALL wants consistency (and I think that's a great idea), then probably the Newsletter/PR Committee or the Education/Publication Committee would be a more appropriate, permanent place to oversee our publications. I feel no territorial responsibility regarding brochures!! :-)

And actually, this really all started when I began receiving phone calls from librarians regarding membership in SEAALL. I felt bad that all I had to send them was our dues notice!! It would be good p.r. after these calls to be able to follow up with a friendly SEAALL brochure and then "hit" them up for the dues!!

So, I'll go with whatever seems sensible. I'm flexible! Just let me know what you all decide. Thanks. Sue

At 10:54 AM 9/3/96 +0000, you wrote:

>Sue and Mary and Hazel,,

>

>In Sue's letter to me about committee activities, she Sue suggested that

>the Membership Comm. engage in some promotional activities,

>including a new brochure.

>

>A question arises regarding responsibility for producing seaall
>publications such as this -- whether the committee should do this,
>or instead the Newsletter/PR committee, or even the Education/
>Publications committee.
>
>It's important that seaall publications have a consistent
>look and feel, which means that some coordination is needed
>between the committee that drafts the content, and another
>committee that has oversight over such publications.
>
>Two of our committees -- Newsletter/PR and Ed/Pub will engage in
>some "publication" activities. I think the Ed/Pub committee
>should focus on "educational" type information (such as
>research guides, etc.) designed primarily, but not exclusively,
>for our members.
>
>The Newsletter/PR committee on the other hand, in additon
>to the newsletter, should focus on materials with an "external" focus -
>materials oriented not to existing seaall members, but to potential members,
>library schools, etc. (The PR part of the committee).
>
>Other committees may prepare some "promotional" type materials, but
>they should work with the Newsletter/PR committee to ensure a
>consistent look and feel (including the seaall logo), and also to avoid
>duplication or the possibility of sending out contradictory information.
>
>I appreciate Hazel bringing this matter to my attention. What do you
>think?
>
>Jim
>--
>Jim Heller
>William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
>Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu
>
>
>
>

Sue Burch, Assistant Director/Administrative Librarian
University of Kentucky Law Library
620 S. Limestone Street
Lexington, KY 40506-0048
* * * * *

Phone: 606-257-5133
Fax: 606-323-4906
E-mail: sburch@pop.uky.edu

--
Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

From: "James S. Heller" <jshell@facstaff.wm.edu>
To: hjohnson@tusc.net
Date sent: Mon, 30 Sep 1996 15:23:59 +0000
Subject: SCHOLARSHIP CHARGE
Send reply to: jshell@facstaff.wm.edu
Priority: normal

Hazel,

Elliott scholarships can be used for law school (you probably knew this, I didn't), so please include that in the committee's charge per my earlier email.

Jim

--

Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

From: "James S. Heller" <jshell@FACSTAFF.WM.EDU>
To: best@libra.law.utk.edu
Date sent: Mon, 30 Sep 1996 11:19:46 +0000
Subject: seaall handbook
Send reply to: jshell@FACSTAFF.WM.EDU
Copies to: hjohnson@tusc.net
Priority: normal

Reba,

Nice job on the handbook calendar. I already sent my comments via fax - let me know if you have any questions.

After looking at it again, I have one further addition:

May 1 - Chair notifies comm. members of committee's charge and calendar of activities. Chair solicits from members ideas for special projects.

Here is my suggestion for the committee's charge:

The committee coordinates and administers the Lucille Elliott Scholarship program that assists chapter members in attending the SEAALL Annual Meeting, the AALL Annual Meeting, other educational programs, or library school. The committee also recommends to the SEAALL Executive Committee other scholarship or grant programs that advance the profession of law librarianship or the work of SEAALL members, and coordinates and administers any programs so adopted.

QUESTION: The 1995 application informed members that Elliott scholarships could be used for the seaall or aall annual meetings or to attend library school. Might it also be used to attend law school? If so, I would add that to the charge.

Jim

--

Jim Heller
William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

M E M O R A N D U M

To: Hazel Johnson
From: Jim Heller
Re: SEAALL Handbook
Date: September 30, 1996

Hazel,

Great work on the handbook. I've made comments where I think they're appropriate. You'll note that I have not repeated "general" comments that apply to all committees for each of our committees. Those comments appear on the General Chapter Calendar, and on the pages for the Articles/Bylaws Committee (the first one listed).

I've also added pages for the Scholarship Committee, as prepared by Reba Best, with my comments. The first page you will see follows the form in the Handbook, the second is the committee's internal calendar.

General Chapter Information

Chapter Calendar

March/April

- Annual chapter meeting and educational institute held.
- Executive Committee meets prior to business meeting.
- Service to SEAALL award presented during business meeting.
- Full year financial report prepared by Treasurer.
- Vice-President/President-Elect becomes President at end of business meeting.
- Other new officers assume positions at end of meeting.
- New committee chairs assume positions at end of meeting.
- Chapter Handbook is distributed to new officers and committee chairs.

April

- Chapter Fiscal Year Begins
- Chapter Annual Report due to AALL.
- Registered Agent files chapter annual report with Florida Secretary of State.
- Dues notices mailed; payable by September 1.
- *Southeastern Law Librarian* deadline (Issue 3- Spring).

President notifies committee chair of ~~the~~ change, and solicits from chair special projects papers.

April/May

- All appropriate records are conveyed to new officers and committee chairs within one month of leaving office.

May

- *(Special Project)*
• *Southeastern Law Librarian* delivered (Issue 3) *Spring*

June/July

- *President and committee chair agree on special assignments*
- Quarterly financial report prepared by Treasurer.

July

- Annual Chapter Business Meeting held during AALL annual convention.
- Executive Committee meets prior to Chapter Business Meeting.

August

- *Southeastern Law Librarian* deadline (Issue 4 - Summer).

September

- Lucile Elliott Scholarships funding established by Executive Committee on or before September 1.

- Budget for annual chapter meeting and educational institute prepared by Local Arrangements Committee and Program Committee.
- ~~Memberships~~ ^{Names} of those who have not paid dues removed from membership roster.
- *Southeastern Law Librarian* delivered.

September/October

- Quarterly financial report prepared by Treasurer.

October

- *Southeastern Law Librarian* ~~deadline~~ (Issue 1- Fall - new volume).

November

- *Southeastern Law Librarian* delivered.
- Nominating Committee presents slate of candidates to President.
- Nominating Committee sends candidate biographies to Secretary for preparation of ballots.

December/January

- Quarterly financial report prepared by Treasurer.
- President announces slate of candidates.

January

- Secretary mails ballots ^{by ✓} on January 15.
- Committee preference form distributed with ballots.
- Chapter Mid-year report due to AALL.
- Annual meeting program registration packet distributed.
- *Southeastern Law Librarian* deadline (Issue 2 - Winter).

February

- Ballots due to Secretary by February 15.
- Candidates notified of election results by President or by Secretary?
- *Southeastern Law Librarian* delivered.

February/March

- Final committee reports due one month prior to annual chapter meeting
- Officers and Committee Chairs submit budget requests for next fiscal year
- Handbook modifications due one month prior to annual chapter meeting.

I'd make this march 15

Articles and Bylaws Committee

A. Committee Charge

The Articles and Bylaws Committee is charged with the review and revision of the Chapter Articles of Incorporation and Bylaws as directed by the Executive Committee, suggested by chapter members or as needed.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (6) Articles and Bylaws ... (*Articles, Art. VIII*)
2. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)
3. The bylaws of this corporation may be adopted, repealed, amended or suspended by a two-thirds (2/3) vote of the members voting in a ballot conducted by mail in manner provided in the bylaws or at a meeting of the Chapter by a two-thirds (2/3) vote of the members voting in the ballot. (*Articles, Art. XI*)
4. Amendments to the charter may be proposed by the Executive Committee or by a petition signed by ten percent (10%) of the members. Proposed amendments shall become effective after they have been submitted to all members and when approved by two thirds (2/3) of those voting in a ballot conducted by mail in the manner provided in the bylaws or at a meeting of the Chapter by a two-thirds (2/3) vote of members voting in the ballot. (*Articles, Art. XII*)
5. Any proposed amendments to the Articles or the Bylaws shall be filed with the secretary. Notice shall be given to members in one of the following ways:
 - a. notice shall be published in the Chapter newsletter *Southeastern Law Librarian* or its successor, at least 90 days prior to balloting, or
 - b. notice shall be sent by the secretary to all members through the mail at least 30 days prior to balloting. (*Bylaws, Art. IV, Sec. 1*)

[Editor's Note: Although not specifically directed in the Bylaws, by Executive Committee decision, the secretary is responsible for providing copy to the Chapter newsletter as directed in item 5.a. above.]

Mail ballots may be conducted for the purpose of changing the Articles or Bylaws provided that ballots shall be mailed by the secretary to the membership immediately following a meeting where the amendments were discussed or 30 days after notice of the proposed amendments have been mailed to the membership. (*Bylaws, Art. IV, Sec. 2*)

C. Composition

1. The committee is composed of the Immediate Past President, the President and the Vice-President/President-Elect.
2. The committee is chaired by the Immediate Past President.

D. Responsibilities

1. Revision of Articles and/or Bylaws
 - a. Preliminary matters
 - (1) Prior to any review the committee Chair should ascertain that the copy of the Articles and Bylaws provided by the previous chair is the current version. The official, authoritative copy is

maintained by the Secretary.

b. General Review

- (1) On a regular basis, the Articles of Incorporation and Bylaws should be reviewed for content or typographical changes which may be required.

c. Specific Revisions

- (1) If specific revisions to the articles or bylaws have been previously identified, the President will so inform the chair.

d. Revision Procedures

- (1) The committee will draft appropriate revision language for the Articles or Bylaws provisions which have been identified.
- (2) The committee will submit final proposed language to the Executive Committee for comment or further revision.
- (3) Upon final determination of proposed changes, the committee chair provides the Secretary with the final language and any explanatory material deemed necessary for notice and balloting by the membership. [Editor's Note: Additional details on the actual balloting process can be found in the Handbook section devoted to the office of Secretary.]
- (4) Upon approval by the membership, the Secretary transmits the text of amendments to the Executive Committee, the Registered Agent, the Handbook Editor and the Editor of the *Southeastern Law Librarian*.
- (5) The President transmits text of amendments approved by the membership to the AALL Constitution and Bylaws Committee. This function may be delegated to the Articles and Bylaws Committee chair.

e. Timing of Committee Activities

- (1) The Committee must be aware of the notice requirements in the Bylaws when planning the amendment process during any given year.
- (2) The Chapter Bylaws require that the membership be notified of proposed changes:
 - (a) 90 days before balloting if notice is by publication in the *Southeastern Law Librarian* OR
 - (b) 30 days before balloting if notice is by mail.
- (3) Financial considerations make it highly desirable to utilize the *Southeastern Law Librarian* to provide notice of proposed amendments to the membership.

2. Budget

- a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
- b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook

- a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.

- OK
- b. The committee will prepare a final annual report summarizing its activities, listing their status and advising of any needed Articles or Bylaws changes for the coming year.

5. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. Secretary

- a. The Articles and Bylaws Committee must maintain a close working relationship with the Secretary as he/she will oversee the balloting process for any proposed amendments.

2. SEAALL Committees

- a. The Articles and Bylaws Committee will be receptive to suggestions from other committees as to desired modifications of the Articles and Bylaws.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- a. Ordinary expenses incurred in the performance of committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses

- a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form. (see Forms Section)

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
- c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor

- a. Current copy of the articles and bylaws
- b. Records of articles and bylaws amendments for the previous five years.
- c. Any significant correspondence regarding the articles and bylaws amendment process.
- d. Committee files for the previous five years
- (1) Interim and final Articles and Bylaws Committee reports.
- (2) Minutes of committee meetings and conference calls.

2. Collect during term

- a. Items enumerated above

3. Convey to successor/Archives

- a. Items enumerated above.
- b. Older files and materials should be sent to the SEAALL archives.

H. Calendar of Responsibilities

March/ April	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor.
April	<i>Southeastern Law Librarian</i> copy deadline.
April/ May	Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
	Chair receives final list of committee members and any special assignments from the President.
June	Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
July	Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
	Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
August	<i>Southeastern Law Librarian</i> copy deadline.
October	<i>Southeastern Law Librarian</i> copy deadline.
January	<i>Southeastern Law Librarian</i> copy deadline.
February/ March	Chair prepares final committee report. Report is due to President one month prior to annual chapter meeting.
	Budget requests for upcoming year due to President <u>one month</u> prior to annual chapter meeting.
	Handbook modifications due to editor one month prior to annual chapter meeting
	Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual

chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

**April/
May**

Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. Articles or Bylaws Amendments ballot - Sample
4. SEAALL Reimbursement form *[Editor's note: under development (8/27/96)]*

Education/Publications Committee

add
what is this?
and for developing educational initiatives outside of the SEAALL annual meeting

A. Committee Charge

1. The Education/Publications Committee is responsible for developing publications of benefit to the membership of the Chapter. The committee is also responsible for developing SEAALL program proposals for the AALL annual meeting.

B. Articles/Bylaws Statements

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - a. Develop program proposals for the AALL annual meeting based upon SEAALL programs.
 - b. Develop a resource guide of legislative expertise with contacts for the southeastern states.
 - c. Develop a directory of internet access points for the southeast.
 - d. Disseminate information on meetings, programs, speakers and materials from the smaller AALL chapters within SEAALL's geographic area.
 - e. Update the Practice Materials Bibliographies that originally appeared in the *Southeastern Law Librarian*.
 - f. Maintain a clearinghouse of library documents.
2. Budget
 - a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
 - b. The proposal is due to the President one month prior to the annual chapter meeting.
3. Handbook
 - a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.
4. Reporting
 - a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
 - b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. Newsletter/Public Relations Committee

- a. The Education/Publications Committee should provide information on committee activities and projects to the Newsletter/Public Relations Committee for publication in the *Southeastern Law Librarian* or for other uses.
- b. The Education/Publications Committee will coordinate with the Newsletter/Public Relations Committee regarding any requests for vendor support of the activities of the committee.

2. Program Committee

- a. The Education/Publications Committee will work with the Program Committee to develop program proposals for the AALL annual meeting.
- b. The Program Committee will provide the Education/Publications Committee with advance notice of programs scheduled for the annual chapter meeting.
- c. The Program Committee will also provide the Education/Publications Committee with any program proposals not selected for the annual chapter meeting for ~~use as~~ AALL program proposals. *consideration as*

3. Other SEAALL Committees

- a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses

- a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
- c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor

- a. Committee files for the previous three years

- (1) Education/Publications Committee reports.
 - (2) Minutes of committee meetings and conference calls.
- b. Copies of any project files for the previous three years.
- 2. Collect during term
 - a. Items enumerated above.
 - 3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April *Southeastern Law Librarian* copy deadline.

April/ May Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

June Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August *Southeastern Law Librarian* copy deadline.

October *Southeastern Law Librarian* copy deadline.

January *Southeastern Law Librarian* copy deadline.

February/ March Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/ Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL
May Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form *[Editor's note: under development (8/27/96)]*

Government Relations Committee

In practice, the President rather than the entire Exec. Comm., reviews

A. Committee Charge

1. The Government Relations Committee shall monitor the legislative, regulatory and judicial developments that affect SEAALL, the practice of law librarianship or the creation and dissemination of information for the states in the southeastern region of the United States. The Committee should inform the SEAALL membership about these issues through the newsletter or other means, should draft proposed resolutions, position papers and letters as appropriate for adoption by the Executive Committee and/or the membership, and should coordinate such efforts as are approved by the Executive Board to testify or otherwise communicate SEAALL views to the appropriate bodies. This Committee also may coordinate other relevant activities such as workshops or other educational activities at the annual meeting and should undertake other activities as directed by the Executive Committee.

B. Articles/Bylaws Statements

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - a. Develop and regularly update a SEAALL Government Relations Policy.
 - b. Publish a regular article in the *Southeastern Law Librarian* and investigate the need for other types of information alerts, including special inserts in the newsletter, SEAALL discussion list postings, etc.
 - c. Develop and distribute a lobbying brochure that describes effective methods for communicating with state elected and appointed officials.
 - d. Draft letters to elected and appointed officials.
 - e. Monitor legislative, judicial and regulatory developments in Southeastern states.
 - f. Review various publications, discussion lists and other relevant sources for information relating to the creation and distribution of information.
 - g. *Propose* ~~Present~~ programs at the annual chapter meeting ~~as appropriate~~.
2. Budget
 - a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
 - b. The proposal is due to the President one month prior to the annual chapter meeting.
3. Handbook
 - a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting

modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee will hold three to four conference calls per year and will meet during the annual chapter meeting and the AALL annual meeting.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. President/Executive Committee

- a. The committee works closely with the President and Executive Committee, notifying them of developments in the member states.

2. Newsletter/Public Relations

- a. The committee works with editor of the *Southeastern Law Librarian* for the regular publications of relevant information.

3. Program

- a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Government Relations Committee.

4. Other SEAALL Committees

- a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses

- a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses

- a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
- c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
 - a. Committee files for the previous three years
 - (1) Government Relations Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - b. SEAALL lobbying brochure, current stock, disk copy
2. Collect during term
 - a. Items enumerated above.
3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
April	<i>Southeastern Law Librarian</i> copy deadline.
April/ May	Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
	Chair receives final list of committee members and any special assignments from the President.
	Chair contacts committee members and begins the process of monitoring state developments, assigning newsletter columns, structuring the year's work, and handling other assignments.
June	Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
July	Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
	Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
August	<i>Southeastern Law Librarian</i> copy deadline.
October	<i>Southeastern Law Librarian</i> copy deadline.

- January** *Southeastern Law Librarian* copy deadline.
- February/
March** Chair prepares annual committee report. Report is due to President one month prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Letters to elected officials on government information policies - Sample
5. Lobbying brochure
6. SEAALL Government Relations Policy

Membership Committee

A. Committee Charge

1. The Membership Committee will promote ^{chapter} increased membership and vitality within the southeastern region, will maintain and distribute an annual Membership Directory, and will coordinate activities which spotlight new members, retiring members and the organization.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (2) Membership ... (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

C. Composition

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - a. Solicitation of new members
 - (1) Send membership information to potential members upon request as part of a membership solicitation campaign.
 - (2) Send welcome letter to new members.
 - (a) Treasurer sends copy of completed member application form.
 - (b) Obtain biographical information for "SEAALL Briefs" column in *Southeastern Law Librarian*.
 - (3) Update SEAALL membership brochure.
 - (a) Coordinate with Newsletter/Public Relations Committee for consistency with other SEAALL publications.
 - (4) Distribute copies of membership brochure when requested.
 - (5) Coordinate membership solicitation activities by individual members (e.g. members teaching law librarianship classes, appearances at career days, etc.)
 - (6) Organize chapter table in Activities Area of AALL annual meeting.
 - b. Mentor Program
 - (1) Publicize program in *Southeastern Law Librarian* and in program mailing.
 - (2) Solicit current members to serve as mentors.
 - (3) Arrange for name badges to be marked designating new members.
 - (4) Arrange for name badges at annual meeting to be marked for mentors and mentees.
 - (5) Coordinate initial meeting of mentors and mentees
 - (6) Acknowledge and welcome new members during annual chapter meeting and annual chapter

business meeting.

c. Member maintenance

(1) Recognition of Retiring Members

- (a) Letters of recognition
- (b) Recognition by President during annual chapter meeting.

(2) Recognition of Deceased Members

- (a) Announcement in *Southeastern Law Librarian*
- (b) Forward names to AALL Executive Director, if also an AALL member.

(3) Membership Retention

- (a) Coordinate campaign to encourage non-renewing members to renew.

d. Membership Directory

- (1) Produce and distribute the biennial membership directory.
- (2) Obtain current paid membership list from Treasurer.
- (3) Coordinate production with Membership Directory Editor and Newsletter/Public Relations Committee.

2. Budget

- a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
- b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook

- a. The committee will review the committee procedures set out in the Chapter Handbook annually, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. President

- a. The committee will forward the names of retired and deceased members to the President.
- b. The committee will coordinate the recognition of new, retired and deceased members at chapter meetings with the President.

2. Treasurer

hd email
I suggest this
comm. receive
recommendations for
life membership &
vote on them, & forward
the names of those
who receive a "year"
vote from the mbrship
committee & the
Executive Committee

- a. The Treasurer will provide the committee with new member information.
 - b. The committee will work with the Treasurer to determine current membership roles for preparation of the Membership Directory.
3. Newsletter/Public Relations Committee
 - a. The committees will coordinate the maintenance and updating of the membership brochure.
 - b. The committees will coordinate the production of the Membership Directory.
 - c. The Membership Committee will provide biographical information on new members for the "SEAALL Briefs" column.
4. Local Arrangements Committee
 - a. The committee will coordinate the activities of the Mentor Program with the Local Arrangements Committee.
5. Membership Directory Editor
 - a. The committee will coordinate the production of the Membership Directory with the Editor.
6. Program
 - a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.
7. Other SEAALL Committees
 - a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.
2. Budgeted Expenses
 - a. The chapter will reimburse the costs of any mass membership mailing when approved by the Executive Committee.
 - b. The chapter will reimburse the production costs for a revised membership brochure when revision is required and approved by the Executive Committee.
 - c. The chapter will reimburse the cost of production and mailing of the biennial Membership Directory.
 - d. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.
3. Expenses Not Previously Budgeted
 - a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
 - c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor

- a. Committee files for the previous three years
 - (1) Membership Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - b. Copies of any project files for the previous three years.
 - c. Stock of membership brochures
2. Collect during term
 - a. Items enumerated above.
 3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ April	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
April	<i>Southeastern Law Librarian</i> copy deadline.
April/ May	Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
	Chair receives final list of committee members and any special assignments from the President.
	Organize staffing and activities for chapter table in Activities Area of AALL annual meeting.
June	Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
July	Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
	Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
August	<i>Southeastern Law Librarian</i> copy deadline.
October	<i>Southeastern Law Librarian</i> copy deadline.
January	<i>Southeastern Law Librarian</i> copy deadline -- Mentor Program information due

- February/
March** Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.
- Submit list of retired and deceased members to President.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Welcome letter - Sample
5. Potential member letter - Sample
6. Retiring member letter - Sample
7. Former member letter - Sample

- prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
 - c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
 - a. Committee files for the previous three years
 - (1) Newsletter/Public Relations Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - (3) Details on current advertisers
 - b. Copies of any project files for the previous three years.
 - c. Back stock of *Southeastern Law Librarian* issues
2. Collect during term
 - a. Items enumerated above.
3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

- | | |
|---------------|--|
| March/ | Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the |
| April | President. (Attendance can be delegated.) |
| | Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.) |
| | Incoming Chair assumes committee responsibility at the end of the annual chapter meeting. |
| | Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor |
| April | <i>Southeastern Law Librarian</i> copy deadline. |
| April/ | Incoming Chair receives files from previous chair within one month of annual chapter |
| May | meeting but not later than May 15. |
| | Chair receives final list of committee members and any special assignments from the President. |
| May | <i>Southeastern Law Librarian</i> issue arrives. |
| June | Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL. |
| July | Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.) |

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August *Southeastern Law Librarian* copy deadline.

September *Southeastern Law Librarian* issue arrives.

October *Southeastern Law Librarian* copy deadline.

November *Southeastern Law Librarian* issue arrives.

January *Southeastern Law Librarian* copy deadline.

February *Southeastern Law Librarian* issue arrives.

**February/
March** Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

**April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]

Nominating Committee

A. Committee Charge

1. The Nominating Committee is responsible for preparing the annual slate of candidates for chapter offices. The committee shall endeavor to recruit candidates representing a good balance of factors such as geography, type-of-library, areas of professional expertise, and personal characteristics such as gender and ethnic heritage. The committee shall encourage all members to submit suggestions for well-qualified candidates.

present a balanced slate of candidates with regard to

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (3) Nominating (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)
3. The president shall appoint a nominating committee who shall submit the names of the candidate or candidates for each of the following offices by November 1 in the year which the officer is elected. Vice-President -- President Elect, Secretary, Treasurer. (Bylaws, Art. III)
4. The nominating Committee shall not submit, for election to the office of vice-president/president elect, the name of any member who is not in good standing of the American Association of Law Libraries. (Bylaws, Art. III)
5. Additional nominations may be made by any member by communicating in writing such nomination to the president. (Bylaws, Art. III)
6. The vice-president -- president elect shall be elected ... ~~of~~ each year. The secretary shall be elected ... each even numbered year. The treasurer shall be elected ... each odd-numbered year. (Bylaws, Art. III)

C. Composition

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - a. Preparation of slate of candidates
 - (1) Chapter tradition has presented two candidates for each office. The committee, in consultation with the Executive Committee, may choose to present one candidate for office.
 - (2) The committee will solicit nominations from the membership by any available means, including newsletter notices, chapter meetings and appropriate internet discussion lists.
 - (3) Candidates for Vice-President/President-Elect will be presented every year.
 - (4) Candidates for Secretary will be presented in each even-numbered year.
 - (5) Candidates for Treasurer will be presented in each odd-numbered year.
 - (6) Contact potential candidates for consent to stand for office.
 - (7) The completed slate will be presented to the Executive Committee for approval by November 1

Shouldn't all nominees be seaall members? Do we say that anywhere?

and announced by the committee chair to the membership shortly thereafter.

- (8) The committee will obtain biographical information on the candidates using the SEAALL candidate biographical information form and will forward that information to the Secretary for inclusion in the ballot mailing.

b. Future Elections

- (1) The committee will maintain lists of potential candidates for use by future Nominating Committees.
- (2) The committee will create news articles, program proposals, etc. to encourage participation in the election process.

2. Budget

- a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
- b. The proposal is due to the President one month prior to the annual chapter meeting.

3. Handbook

- a. The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

1. Executive Committee

- a. The committee will present the slate of candidates to the Executive Committee for approval.

2. Secretary

- a. The committee will provide the Secretary with the slate of candidates, along with biographical information on each candidate.

3. Handbook Editor

- a. The Handbook Editor will provide a comprehensive list of former SEAALL officers and committee chairs.

4. Newsletter/Public Relations Committee

- a. The committee will coordinate any publicity about the nominations process and the candidates with the Newsletter/Public Relations Committee.

5. Program
 - a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.
6. Other SEAALL Committees
 - a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.
2. Budgeted Expenses
 - a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.
3. Expenses Not Previously Budgeted
 - a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
 - c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
 - a. Committee files for the previous three years
 - (1) Nominating Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - (3) List of potential candidates for office.
 - b. Copies of any project files for the previous three years.
2. Collect during term
 - a. Items enumerated above.
3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
April	President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

- April** *Southeastern Law Librarian* copy deadline.
- April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
- Chair receives final list of committee members and any special assignments from the President.
- June** Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
- July** Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
- August** *Southeastern Law Librarian* copy deadline --
Solicitation of nominees
- October** *Southeastern Law Librarian* copy deadline --
Announcement of slate (if available) (*deadline is Nov. 1*)
- ~~November - present slate~~
- January** *Southeastern Law Librarian* copy deadline.
- February/
March** Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/
May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Candidate biographical information form

Placement Committee

J. Committee Charge

1. The Placement Committee assists chapter members searching for new positions. The committee also informs potential employers about SEAALL members who are interested in new employment opportunities.

K. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (4) Placement ... (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

L. Composition

1. Prior to the annual business meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
3. The incoming President may also solicit other individuals for committee membership, if necessary.
4. Committee members will be appointed to two year terms to provide continuity for the committee.
5. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

M. Responsibilities

1. Projects
 - a. Placement Assistance
 - (1) The committee serves as a clearinghouse for librarians seeking positions and employers seeking to fill positions by collecting resumes of librarians and forwarding resumes to interested employers.
 - (2) These services ^{may be} ~~are~~ advertised through ^{various} ~~any available~~ means, including newsletter notices, chapter meetings and appropriate internet discussion lists.
 - b. Internet Job Posting
 - (1) The committee monitors a variety of internet listservs, posting relevant positions to the seaall-l discussion list.
 - c. Placement activities during the annual chapter meeting
 - (1) The committee will organize Placement binders with resumes and jobs for use during the annual chapter meeting.
2. Budget
 - a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
 - b. The proposal is due to the President one month prior to the annual chapter meeting.
3. Handbook
 - a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting

modifications to the Handbook Editor and/or Executive Committee if necessary.

4. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

5. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

N. Relationship to SEAALL Officers or Other Committees

1. Local Arrangements

- a. The committee will coordinate Placement activities scheduled for the annual chapter meeting with the Local Arrangements Committee.

2. Newsletter

- a. The committee will develop copy describing the chapter's Placement Services.

3. Program

- a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Placement Committee.

4. Other SEAALL Committees

- a. The Committee will develop relationships with other SEAALL committees as needed.

O. Reimbursement of Committee Expenses

1. Ordinary Expenses

- a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.

2. Budgeted Expenses

- a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
- c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

P. Chapter Records

1. Receive from predecessor

- a. Committee files for the previous three years
 - (1) Placement Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - (3) Placement Binders used during annual chapter meeting.
2. Collect during term
 - a. Items enumerated above.
3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

Q. Calendar of Responsibilities

March/ April	Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President. (Attendance can be delegated.)
	Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
	Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
	Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
April	<i>Southeastern Law Librarian</i> copy deadline.
April/ May	Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
	Chair receives final list of committee members and any special assignments from the President.
June	Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
*July	Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
	Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
August	<i>Southeastern Law Librarian</i> copy deadline.
October	<i>Southeastern Law Librarian</i> copy deadline.
January	<i>Southeastern Law Librarian</i> copy deadline.
February/ March	Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/
May

Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

R. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Employer Listing Form for chapter meeting????
5. Employee Listing From for chapter meeting????

Program Committee

A. Committee Charge

1. The Program Committee will design, plan and implement educational programming for the chapter.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (1) Program ... (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

C. Composition

1. The Committee Chair is the incoming Vice-President/President-Elect.
2. Committee members will be appointed by the ~~President~~ ^{Comm Chair} in consultation with the ~~Program Committee~~ ^{President} Chair. *Why not have the VP appoint?*
3. Committee appointments will endeavor to reflect the diversity of the membership. *> this is different from the others*

D. Responsibilities

1. Projects

a. Annual Chapter Meeting

(1) Programming

- (a) The committee develops programming ^{Sing} for the chapter's annual educational meeting.
- (b) Committee members identify topics, speakers and moderators.
- (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the programming. ^{educational}
- (d) The number of program slots and speakers may be dependent upon the facilities available and the impact upon the budget.
- (e) A variety of programming methods should be utilized whenever possible.
- (f) Committee members serve as program coordinators.
- (g) Coordinate printing of annual meeting programs with Local Arrangements Committee.

(2) Budgeting

- (a) In conjunction with the Local Arrangements Committee, the committee determines the Registration fee for the meeting.
- (b) The committee develops a budget for approval by the Executive Committee. Meeting expenses should equal or exceed meeting income.
- (c) Regular budget reports are made to the Executive Committee during the planning process.
- (d) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately.

b. Annual Institute

(1) Programming

- (a) The committee develops programming for the chapter's annual one-day institute preceding the beginning of the annual chapter meeting.
- (b) Committee members identify a topic and speaker(s).
- (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the programming.

(2) Budgeting

the Pres. also has been involved

separate regis. fee for institute

add? As of 1997, registration fees have been kept to a maximum of \$140.

cover ~~meeting~~ and other expenses including meals

educational programs and social events

rev. 9/8/96

- (a) In conjunction with the Local Arrangements Committee, the committee determines the Registration fee for the meeting.
- (b) The committee develops a budget for approval by the Executive Committee. Institute expenses should equal or exceed institute income.
- (c) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately

2. Meetings

- a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

3. Budget

- a. In addition to the budgets for the annual chapter meeting and the annual institute, the committee is responsible for developing a budget proposal covering any expenses for the next fiscal year. *how?*
- b. The proposal is due to the President one month prior to the annual chapter meeting.

4. Handbook

- a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.

5. Reporting

- a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
- b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.

E. Relationship to SEAALL Officers or Other Committees

1. President

- a. Program theme must be coordinated with President and Local Arrangements Committee.
- b. Time slots must be made available for committee meetings, executive committee meetings and business meetings as specified by the President.

2. Executive Committee

- a. Budgets for the annual educational program and the annual institute must be approved by the Executive Committee.
- b. The Executive Committee must approve any unanticipated expenses.
- c. Regular budget reports are made to the Executive Committee.

3. Local Arrangements Committee

- a. ~~Program theme~~ *Budget and* and activities must be coordinated with Local Arrangements planning.
- b. Registration fees are set in conjunction with the activities of the Local Arrangements Committee
- c. Programming possibilities are dependent upon the facilities available.

4. Education/Publications Committee

- a. The Education/Publications Committee should be alerted to programs suitable for an AALL program proposal. Program ideas not selected for the annual meeting may also be suggested.

5. Membership Committee
 - a. Mentor program activities during the annual meeting must be coordinated with Local Arrangements and Program Committees.
6. Newsletter/Public Relations Committee
 - a. Information on the meeting is developed for publication in the *Southeastern Law Librarian*.
 - b. Assistance with meeting public relations activities may be provided by the Newsletter/Public Relations Committee.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.
2. Budgeted Expenses
 - a. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.
3. Expenses Not Previously Budgeted
 - a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
 - c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

1. Receive from predecessor
 - a. Committee files for the previous three years
 - (1) Program Committee reports.
 - (2) Minutes of committee meetings and conference calls.
 - (3) Final chapter educational printed programs for the previous five years.
 - (4) Program proposals not presented for the previous year.
 - b. Copies of any project files for the previous three years.
2. Collect during term
 - a. Items enumerated above.
3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

- | | |
|------------------|--|
| February/ | Upon notification of election results begin gathering possible program and institute topics. |
| March | Consult with incoming President to assemble committee. |
| March/ | Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the |

April President. (Attendance can be delegated.)

Meet with committee during annual chapter meeting.

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April *Southeastern Law Librarian* copy deadline.

April/ May Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives any special assignments from the President.

May/ June Develop program theme in consultation with President and Local Arrangements Chair.

Finalize working list of programs.

Prepare preliminary annual meeting and institute budget in conjunction with Local Arrangements Committee.

June Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

July Meet with Committee prior to Executive Committee meeting

Make program coordinator assignments.

The committee generally meets during a fall annual meeting to select programs

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

August *Southeastern Law Librarian* copy deadline --
Announce program theme

Preliminary program slots assigned.

October *Southeastern Law Librarian* copy deadline.

Speaker^s and moderators assigned to programs

Finalize preliminary program.

December - Prelim. Program finalized - send to printer in time for Feb. 1 mailing

January

Southeastern Law Librarian copy deadline --

Announce a selection of programs and speakers

October/November
Gather speaker bios, audiovisual requirements, copyright releases, travel arrangements for outside speakers.

February

Mail preliminary program by February 1.

**February/
March**

Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.

Final program to printer one month prior to annual chapter meeting.

Budget requests for upcoming year due to President one month prior to annual chapter meeting.

Handbook modifications due to editor one month prior to annual chapter meeting

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

march/april
**April/
May**

- after educ. pgs. at annual meeting
Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL

Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/27/96)]
4. Preliminary Program -- Sample
5. Final Program -- Sample

Internal - for committee

2

PROPOSED CALENDAR FOR SEAALL SCHOLARSHIP COMMITTEE

TO: SEAALL Scholarship Committee Members
 FROM: Chair
 SUBJECT: Committee Charge and Calendar
 DATE: [To be sent to new committee members around Aug. 1]

Welcome to the SEAALL Scholarship Committee. The basic charge to the committee is to coordinate the Lucile Elliott Scholarship Program. The scholarship application appears in the summer issue of the *Southeastern Law Librarian*. Applications are reviewed and the committee determines the awards. The amount to be awarded is determined by the board. This year we will award \$ _____.

CALENDAR

- May 1*
- May 15** Chair receives files from previous chair.
 Chair receives, from the president, a preliminary list of committee members and any special assignments.
- July 1** Chair confirms with the President the amount of funds to be distributed and receives final list of committee members.
- July 15** Article for newsletter and a copy of the application form to be sent to the editor of the *Southeastern Law Librarian* for the summer issue of the newsletter. (The chair will submit the article.)
- August 1** Chair notifies committee members of the committee's charge and calendar of activities. *Chair solicits from members ideas for special projects*
- Oct. 1** Post on lawlib listserve & SEAALL listserve a reminder about the scholarship deadline. (Chair)
- Nov. 1** Deadline for receiving completed applications.
- Nov. 11** Copies of completed applications and score sheets mailed to the Scholarship Committee. *Chair verifies that each applicant is an active SEAALL member.*
- Nov. 19** Deadline for returning the score sheets to the Chair.
- Nov. 20-22** Scholarship Committee resolves any problems and arrives at the final list. ~~Verify that each recipient is an active member of SEAALL.~~ Upon agreement among the committee, the chair notifies the president of the list of recipients.
- Dec. 9** Scholarship recipients notified by the chair. Upon acceptance, recipients agree to provide a report for the newsletter on how the money was spent.
 The letter should ask recipients to specify when they need the money. If there is not an immediate rush, tell recipients to expect checks from the SEAALL Treasurer ~~within six weeks of the event for which funds were expected.~~ *by first week in February 10.*
- Jan. 15** Chair notifies SEAALL Treasurer of scholarship award winners and amounts of award.
- Feb. 1** *Treasurer sends check to recipients*

(SEAALL Handbook: Scholarship Committee. Suggested revision to Calendar)

H. Calendar of Responsibilities

March/April	Incoming Chair assumes responsibility at the end of the annual business meeting.
May	<p>Incoming Chair receives list of committee members from incoming President and any special assignments.</p> <p>Chair receives files from previous chair no later than May 15.</p> <p>Chair receives copy of appropriate sections of Chapter Handbook from Handbook editor.</p> <p>Chair notifies committee members of the committee's charge and calendar of activities.</p>
July	<p>Chair confirms with President, by July 1, the amount of funds to be distributed.</p> <p>Chair sends to the editor of the <i>Southeastern Law Librarian</i> (for publication in the Summer issue) article, application, and guidelines for awarding of the Lucile Elliot Scholarship.</p> <p>Chair attends Executive Committee meeting, which is held during the AALL convention, if invited by the the President. (Attendance can be delegated.)</p> <p>Chair attends chapter business meeting at AALL and reports on committee activities. (Attendance and report can be delegated.)</p>
October	Chair posts on lawlib listserve and SEAALL listserve reminder about scholarship deadline.
November	Scholarship applications received and reviewed by the committee.
December	Chair notifies scholarship award winners and sends list of award winners to the president.
January	Chair notifies Treasurer about distribution of awards. (Treasurer to mail checks to recipients by Feb. 1)
February/ March	<p>Chair prepares or delegates the preparation of the final committee report for submission to the Executive Board.</p> <p>Scholarship recipients receive checks.</p>
March/April	<p>Chair attends Executive Committee meeting during annual chapter meeting, if invited by President. (Attendance can be delegated.)</p> <p>Chair attends annual chapter meeting and reports on committee activities during business meeting. (Attendance and report can be delegated.)</p>
May	Chair prepares and delivers files to incoming Chair and/or SEAALL archives no later than May 15.

Best comments

HAZEL

(SEAALL Handbook: Scholarship Committee. Suggested revision to Calendar)

H. Calendar of Responsibilities

March/April

Incoming Chair assumes responsibility at the end of the annual business meeting.

May

~~Incoming~~ Chair receives preliminary list of committee members from incoming President and any special assignments.*Chair solicits from comm. members ideas for special projects*
Chair receives files from previous chair no later than May 15.*is this language in all*

July

Chair confirms with President, by July 1, the amount of funds to be distributed and receives final list of committee members.

Chair sends to the editor of the *Southeastern Law Librarian*, for publication in the Summer issue, application and guidelines for awarding of the Lucile Elliot Scholarship.

Chair attends Executive Committee meeting, which is held during the AALL convention, if invited by the the President. (Attendance can be delegated.)

~~August~~

Chair notifies committee members of the committee's charge and calendar of activities.

add
~~November~~
December*Scholarship applications received and reviewed by comm. & dec.*

Chair notifies scholarship award winners and sends list of award winners to the president.

January

Chair notifies Treasurer about distribution of awards. *Treasurer to mail checks to recipients by February 1.*February/
MarchChair prepares or delegates the preparation of the committee report
Scholarship recipients receive checks.

March/April

Chair attends Executive Committee meeting during annual chapter meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter meeting and reports on committee activities during business meeting. (Attendance and report can be delegated.)

May

Chair prepares and delivers files to incoming Chair and/or SEAALL archives by May 15.

*move this up**add October - Chair posts on lawlib and Seacall list open reminder about scholarship deadline*

2. Secretary
 - a. Prepares minutes of chapter business meeting for appropriate issues of the *Southeastern Law Librarian*.
 - b. Submits proposed amendments to Articles and Bylaws (if time permits).
3. Treasurer
 - a. Prepares financial report for each newsletter issue.
4. Articles and Bylaws Committee
 - a. Prepares information on proposed amendments (if time permits before balloting)
5. Education/Publications Committee
 - a. Coordinate vendor support for publication projects to pursue/not pursue newsletter advertisers
6. Membership Committee
 - a. Prepares information on Mentor program in anticipation of annual chapter meeting.
 - b. Prepares announcements of retired and deceased members.
 - c. Prepares information on new members for the "SEAALL Briefs" column.
 - d. Coordinate production of membership brochure for consistency of style, etc.
 - e. Coordinate production of Membership directory
7. Nominating Committee
 - a. Prepares information on candidates (if time permits before balloting)
8. Program Committee
 - a. Prepares information on annual educational program and institute.
 - b. May require assistance with publicity of an educational program and institute.
9. Service to SEAALL Committee
 - a. Prepares information on the solicitation of nominees for and granting of the Service to SEAALL award.
10. Other SEAALL Committees
 - a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

1. Ordinary Expenses
 - a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.
2. Budgeted Expenses
 - a. The chapter will reimburse the cost of production of the *Southeastern Law Librarian*, including printing and mailing costs.
 - b. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.
3. Expenses Not Previously Budgeted
 - a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought

Newsletter/Public Relations Committee

A. Committee Charge

1. The Committee publishes the *Southeastern Law Librarian* four times per year. The newsletter includes information of interest to members, such as committee reports, reports of the activities of members and articles related to the work of members. The committee informs the legal and library communities about law libraries and law librarianship, particularly the activities of the chapter and its members.

B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (7) Newsletter (Articles, Art. VIII)
2. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96]

*asked
and performed
media*

C. Composition

1. The chair of this committee typically serves a minimum of two years.
2. Upon notification that the current chair wishes to step down, the incoming President will appoint a new committee chair from the committee membership of the previous year prior to the annual chapter meeting.
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to two year terms to provide continuity for the committee.
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

D. Responsibilities

1. Projects
 - a. Publishes the *Southeastern Law Librarian*
 - (1) Four issues per year are produced, approximately quarterly, with the schedule adjusted as needed to respond to the needs of the chapter.
 - (2) All issues include the following sections
 - (a) "SEAALL Briefs", a column of announcements of member activities
 - (b) "From the President"
 - (c) "Editor's Note"
 - (d) Listing of current officers
 - (e) Quarterly Financial Statement
 - (f) Calendar of Events
 - (g) Internet Corner
 - (h) Meet the Members
 - (3) Specific issues include the following sections
 - (a) Committee memberships (Spring)
 - (b) Announcements about annual chapter business meeting and reception (Spring)
 - (c) Lucille Eliot Scholarship winners (Spring ~~or Summer~~)

*how does this
diff from (e)?*

*→ OK for coordination
w/ schol.*

Exec. Comm.

Solicit Lucille Elliott's Scholarship proceeds (Summer)

- (d) Minutes of chapter business meetings (Spring - annual chapter meeting; Summer - annual chapter business meeting)
- (e) Reports of SEAALL Scholarship Winners (Spring or Summer)
- (f) Solicitation of nominees (Summer)
- (g) Volume index (Summer)
- (h) Slate of candidates for upcoming election (Fall)
- (i) Membership Directory (Fall - biennial)
- (j) Program information about annual chapter meeting (Fall and/or Winter)
- (k) Solicitation of Service to SEAALL Award nominees (Fall and Winter)
- (l) Announcement of Service to SEAALL Award winner (Summer)
- (4) Other content
 - (a) Substantive articles by members
 - (b) Proposed amendments to Articles and Bylaws (if time allows)
 - (c) Annual committee reports (as space allows)
 - (d) AALL announcements (as space allows)
- (5) Distribution
 - (a) The *Southeastern Law Librarian* is distributed to presidents and newsletter editors of other AALL chapters (as long as the chapter budget can support said activity).
 - (b) Two copies are sent to the Chapter Archives (in addition to the Archive holder's personal copy).
 - (c) Copies are distributed to current and potential advertisers (as stock is available).
- 2. Budget
 - a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
 - b. The proposal is due to the President one month prior to the annual chapter meeting.
- 3. Handbook
 - a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.
- 4. Reporting
 - a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
 - b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
- 5. Meetings
 - a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
 - b. Minutes will be recorded for each conference call and meeting.
 - c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

- 1. President
 - a. Prepares "President's Column" for each issue of the *Southeastern Law Librarian*.

JSAT

Service to SEAALL Committee

A. Committee Charge

1. The Service to SEAALL Committee is charged with receiving nominations, selecting candidates and giving an award to the chapter member who has made special, significant and sustained contributions to the Chapter.

B. Articles/Bylaws Statements

Editor's Note: Bylaws changes are pending on the status of the committee. [8/26/96].

C. Composition

1. The committee is composed of the Immediate Past President and the two immediately previous award winners.
2. The committee chair is the previous winner who is serving his/her last year on the committee.

D. Responsibilities

1. Projects
 - a. SEAALL Service Award
 - (1) Solicit and compile information about potential award candidates.
 - (a) Use all appropriate media for solicitation of candidates including *Southeastern Law Librarian*, seaall-l, announcements during chapter meetings, etc.
 - (2) Criteria are:
 - (a) Candidate must have given special service to the chapter.
 - (b) Candidate must have a sustained record of service *to the chapter*.
 - (c) Candidate must have been a chapter member for at least five years.
 - (d) Current and immediate past officers are not eligible.
 - (3) The award does not have to be presented in any year.
 - b. Review award criteria as needed.
 - c. Review committee composition as needed.
 - d. Develop information to assist the committee in making the award.
2. Budget
 - a. The committee is responsible for developing a budget proposal covering any expenses for the next fiscal year.
 - b. The proposal is due to the President one month prior to the annual chapter meeting.
3. Handbook
 - a. The committee will review the procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and/or Executive Committee if necessary.
4. Reporting
 - a. The committee chair will prepare an interim committee report. The report is due to the President one month prior to the chapter business meeting at AALL.
 - b. The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
5. Meetings
 - a. The committee is encouraged to meet during the annual chapter meeting and hold conference calls

as needed.

- b. Minutes will be recorded for each conference call and meeting.
- c. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
- d. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

E. Relationship to SEAALL Officers or Other Committees

- 1. President
 - a. The committee will keep the President informed of its activities as appropriate.
- 2. Newsletter/Public Relations
 - a. The Committee will provide articles on the award to the *Southeastern Law Librarian*. Articles will include a solicitation for nominees and a report on the winner.
- 3. Other SEAALL Committees
 - a. The Committee will develop relationships with other SEAALL committees as needed.

F. Reimbursement of Committee Expenses

- 1. Ordinary Expenses
 - a. Ordinary expenses incurred in the performance committee activities will not be reimbursed by the Chapter.
- 2. Budgeted Expenses
 - a. The chapter will reimbursement the cost of the plaque that is presented to the award winner.
 - b. Reimbursement requests for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement Request Form.
- 3. Expenses Not Previously Budgeted
 - a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - b. Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement Request Form (see Forms section in SEAALL Handbook).
 - c. Upon approval, President will forward the reimbursement request to the Treasurer for payment.

G. Chapter Records

- 1. Receive from predecessor
 - a. Committee files for the previous three years.
 - b. Copies of any project files for the previous three years.
- 2. Collect during term
 - a. Items enumerated above.
- 3. Convey to successor/Archives
 - a. Items enumerated above.
 - b. Older files and materials are to be sent to SEAALL archives.

H. Calendar of Responsibilities

March/ Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the

- April** President. (Attendance can be delegated.)
- Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)
- Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.
- Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor
- April** *Southeastern Law Librarian* copy deadline.
- April/ May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.
- Chair receives final list of committee members and any special assignments from the President.
- June** Chair prepares interim committee report. Report is due to the President one month prior to the chapter business meeting at AALL.
- July** Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
- August** *Southeastern Law Librarian* copy deadline. - *announce winner*
- October** *Chair solicits nominees in newsletter?*
Southeastern Law Librarian copy deadline.
- January** *Southeastern Law Librarian* copy deadline.
- February/ March** Chair prepares or delegates the preparation of committee report. Report is due to President one month prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April/ May** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL Archives within one month following annual chapter meeting, but no later than May 15.

I. Relevant Chapter Forms

1. Interim Committee Report - Sample
2. Final Committee Report - Sample
3. SEAALL Reimbursement form [*Editor's note: under development (8/27/96)*]
4. Chart of Nominee's Service to Chapter
5. Service Award Language

From: "James S. Heller" <jshell@facstaff.wm.edu>
To: hjohnson@tusc.net
Date sent: Tue, 1 Oct 1996 08:33:14 +0000
Subject: (Fwd) Re: seaall handbook
Send reply to: jshell@facstaff.wm.edu
Priority: normal

Hazel,

Apparently this is not new. Reba Best forwarded me the committee's criteria for awarding scholarship, which appear below. The score sheet clearly indicates law school qualifies. The new committee didn't create these; I presume they've existed for awhile.

From Reba Best:

In the guidelines it says:

"3. Intended use of scholarship - Scholarships may be used to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Preference shall be given for attending any activity sponsored by the Southeastern Chapter"

In the application form it says"

"4. For what purpose do you wish to use this scholarship? Please be specific as possible, indicating the type of activity (SEAALL), AALL or other meeting or institute, course work or other activity..."

Score sheet for new member:

(2) Intended use of scholarship
(award 40 points for SEAALL activity)
(award 35 points for AALL institute, library or law school expenses)
(award a maximum of 30 points for other activity) [I have two copies of score sheets in the file for new members. One includes this the other doesn't. Do you know which is right?]

Score sheet for continuing member:

(2) Intended use of scholarship
(award 30 points for SEAALL activity)
(award 25 points for AALL institute, library or law school expense)
(award a maximum of 20 points for other activity)

I like your suggestion for the committee's charge. Based on the info. I've quoted above I don't think there is any problem adding law school.

As soon as you get back to me on this, I will revise the internal and handbook calendars incorporating your suggestions and send you a copy for review.

--Reba

P.S. What about my question about the original handbook having the chair report at the annual and AALL meeting? Since new chair now takes office at end of annual meeting am I correct that there will only be one report to the membership at our annual meeting in the spring?

> From: "James S. Heller" <jshell@FACSTAFF.WM.EDU>
> To: best@libra.law.utk.edu
> Date: Mon, 30 Sep 1996 11:19:46 +0000
> Subject: seaall handbook
> Reply-to: jshell@FACSTAFF.WM.EDU
> Cc: hjohnson@tusc.net
> Priority: normal

> Reba,
 >
 > Nice job on the handbook calendar. I already sent my comments
 > via fax - let me know if you have any questions.
 >
 > After looking at it again, I have one further addition:
 >
 > May 1 - Chair notifies comm. members of committee's charge and
 > calendar of activities. Chair solicits from members ideas for
 > special projects.
 >
 >
 > Here is my suggestion for the committee's charge:
 >
 > The committee coordinates and administers the Lucille Elliott
 > Scholarship program that assists chapter members in attending the
 > SEAALL Annual Meeting, the AALL Annual Meeting, other educational
 > programs, or library school. The committee also recommends to the SEAALL
 > Executive Committee other scholarship or grant programs that advance the
 > profession of law librarianship or the work of SEAALL members, and
 > coordinates and administers any programs so adopted.
 >
 >
 > QUESTION: The 1995 application informed members that Elliott
 > scholarships could be used for the seaall or aall annual meetings or
 > to attend library school. Might it also be used to attend law
 > school? If so, I would add that to the charge.
 >
 > Jim
 > --
 > Jim Heller
 > William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
 > Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu
 >
 >
 >

Reba A. Best
 Head of Cataloging
 University of Tennessee College of Law Library
 1505 West Cumberland Ave.
 Knoxville, TN 37996-1800
 (423) 974-6728
 BEST@libra.law.utk.edu

--
 Jim Heller
 William and Mary School of Law Ph: 757/221-3252 - Fax: 757/221-3051
 Williamsburg, VA 23187-8795 Inet: jshell@facstaff.wm.edu

COLLEGE OF WILLIAM AND MARY

MARSHALL-WYTHE LAW LIBRARY

WILLIAMSBURG, VIRGINIA 23187-8795

Fax Numbers (757) 221-3051 / (757) 221-3261

OK
2/10

FAX COVER SHEET

DATE: October 4, 1996

TO: Tim Coggins (for Hazel)

FAX PHONE: 205/348-1112

SENDER: Jim Heller

SENDER'S PHONE: (757) 221-3252

DOCUMENT SENT:

COVER SHEET PLUS 3 PAGES

NOTES:

IF TRANSMISSION PROBLEMS OCCUR CALL (757) 221-6352

Committees

General Committee Guidelines

A. Articles/Bylaws Statements

1. There shall be the following standing committees.

(1) Program; (2) Membership; (3) Nominating; (4) Placement; (5) Scholarship; (6) Articles and Bylaws; (7) Newsletter. The president shall appoint all members of the standing committees. (Articles, Art. VIII)

Editor's Note: Formal amendments to the Articles are pending which would add the Education/Public Relations, Government Relations and Service to SEAALL committees to the list of standing committees in Article VIII. Amendments are also pending to alter the name of the Newsletter Committee to Newsletter/Public Relations Committee. [8/26/96]

2. Special committees may be created as necessary. The president shall appoint all members of the special committees. (Articles, Art. VIII)

Editor's Note: Current special committees include Education, Government Relations, Local Arrangements, Publications, Publicity and Public Relations and Service to SEAALL.

B. Composition of Committees

1. Committee members will be appointed by the incoming President from ~~those of~~ the general membership, *including those who* who express an interest on the Committee Preference Form.

2. ~~The incoming President may also solicit other members for committee membership, if necessary.~~

3. When appropriate, committee members will be appointed to two year terms to provide continuity for the committee.

4. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair, *preferably* from the committee membership of the previous year.

5. ~~For all committee appointments, the incoming President will attempt to balance geographical and type of library considerations.~~ *committees both by*

C. General Committee Responsibilities

1. Committee Charge

- a. Committees shall execute their responsibilities as defined by the general committee charge.
- b. Committees shall execute any special responsibilities as directed by the incoming President in a special charge to the committee.

2. Reports

- a. The Committee Chair will prepare a preliminary committee report to be distributed at the chapter business meeting during AALL.
- b. The Committee Chair will prepare a final committee report to be distributed at the annual chapter meeting.

3. Meetings

- a. Committee Meetings

Add section on Reimbursement of Committee Expenses - define "ordinary" (eg. mail & phone expenses)

rev. 9/6/96

- etc. may be impossible to provide rooms* ←
- (1) The committee is encouraged to meet during the annual chapter meeting and hold conference calls as needed.
 - (2) Minutes should be recorded for each conference call and meeting.
 - (3) Meeting time ~~and rooms at the annual chapter meeting~~ will be made available ^{for a} to each committee ~~desiring such.~~ *meetings during the annual chapter meeting*

b. **Executive Committee Meetings**

- (1) The Chair or a designate will attend any Executive Committee meeting if invited by the President.

4. **Relationships with other SEAALL Committees or Officers**

- a. The Committee will establish and maintain contact with any SEAALL Committee or Officer indicated in the appropriate Chapter handbook section, or with any other committee as is required to complete the responsibilities of the committee.

5. **Committee Procedures**

- a. Each Committee should look to this Handbook for information regarding the existing policies and procedures of the committee.
- b. The Committee may modify stated policies or procedures or develop new policies or procedures if directed by the Executive Committee or as may become necessary for the efficient functioning of the committee and the completion of the committee's responsibilities.
- c. ~~Any~~ **Substantive** changes in policies or procedures should be submitted to the Executive Committee for review, ~~if so directed by the Executive Committee.~~
- d. **ALL** changes in policies or procedures should be documented and submitted to the Handbook Editor one month prior to the next annual chapter meeting.

6. **Maintenance and Transfer of Records**

- a. The Chair will collect and maintain all appropriate committee records during his/her term of office.
- b. The outgoing Chair will transfer all records identified in the Handbook section on the Committee to the incoming Chair within one month of leaving the position. *the annual chapter meeting*
- c. The outgoing Chair will transfer all records identified for inclusion in the SEAALL Archives in a timely fashion.

but not later than May 15.

D. **Calendar of Responsibilities**

March/ Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the
April President. (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

New Chair receives copy of Chapter Handbook or relevant sections from Handbook Editor.

April/ Incoming Chair receives files from previous chair within one month of annual chapter
May meeting but not later than May 15.

Chair receives final list of committee members and any special assignments from the President.

1 month seems too early to me

(change by July)

- June** Chair prepares interim committee report. Report is due to President ~~one month~~ *by July* prior to chapter business meeting ~~at AALL annual meeting~~.
- July** Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)
- Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)
- February/** Chair prepares or delegates the preparation of final committee report. Report is due to
March President ~~one month~~ *incoming* prior to annual chapter meeting ~~one month~~ *incoming* prior to annual chapter meeting.
- Budget requests for upcoming year due to President one month prior to annual chapter meeting.
- Handbook modifications due to editor one month prior to annual chapter meeting.
- Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.
- Incoming Chair receives preliminary list of committee members from incoming President.
- April** Outgoing Chair prepares and delivers committee files to incoming Chair and/or SEAALL Archives within one month following the annual chapter meeting, but no later than May 15.

E. Relevant Chapter Forms

1. Interim Committee Report -- Sample
2. Final Committee Report -- Sample
3. SEAALL Reimbursement form [Editor's note: under development (8/2/96)]
4. Other forms specific to the Committee as identified in the appropriate Handbook section.

From: Donna Bausch <dbausch@leo.vsla.edu>
Subject: SEAALL Handbook
To: Hazel Johnson <hjohnson@tusc.net>
Date sent: Thu, 10 Oct 96 17:07:10 EDT

Hazel-

Hope Captiva is fun and encouraging! Let me know how it went.

First, re the handbook - it seems to be too optimistic to ask for reports in June. I think September would be more realistic, unless the rest of the Board disagrees. Many committees don't really get geared up till summer, so there would be little to report...

In the Program Committee section, just a couple of changes:
In d(1)(a)(2)(b) - income should exceed expenses, not as it is currently written, tho it would be nice for just this year(haha)
Same in d1b2b.

G. Chapter records - Good goal - but will be a longterm one, as I got nothing in terms of files and will have little more than my own to pass on...

In the calendar section, Program Committee chair can't delegate attendance as he/she is VP/PE, too. Same with items in April and July. Also, you're automatically at the Exec Bd. as an officer...

Will respond to the questionnaire later, but wanted to get something back to you in a timely fashion, and to let you know that I _do_ appreciate the magnitude of this endless task and want to convey my sincere gratitude - this will make the future ever so much easier/better...

Are you and Tim still in the market for taking over the newsletter next year? Think about it - it may be the only way to pass on the handbook responsibilities!

Donna Bausch
dbausch@leo.vsla.edu

OK 2/7

From: Donna Bausch <dbausch@leo.vsla.edu>
Subject: SEAALL Handbook
To: Hazel Johnson <hjohnson@tusc.net>
Date sent: Fri, 11 Oct 96 10:08:37 EDT

Hazel-

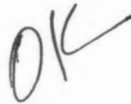
Just a couple of additional points about the handbook revision
- in direct response to the committee questionnaire -

C. Composition

The Program Committee needs at least 5 but no more than 10 members, so that there are sufficient program coordinators to get the job done.

Terms:

2 year terms may be less appropriate for this committee than others, and the Chair obviously cannot automatically come from the Committee, tho it does happen sometimes by coincidence... Folks may not be willing to serve 2 years in a row on Program, and we really need lots of energy and creativity in all the members of this committee to make the annual meeting work. So, I'd leave out the 2 year commitment for Program...



Thanks again - and that's all I see which needs revision, tho I do feel pretty strongly about June being too early to require committee reporting - but I'll discuss with Jim.

Have a great weekend!

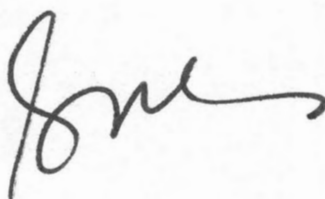
Donna Bausch
dbausch@leo.vsla.edu

Hazel,

October 14, 1996

Enclosed is the questionnaire you sent out, and again,
my apologies for not meeting your deadline.

Good luck with putting this all together. It certainly will
be helpful to future committee chairs and officers to have
these procedures in writing.

A handwritten signature in dark ink, appearing to be "Jme" or similar, written in a cursive style.

SEAALL HANDBOOK REVISION

Committee Questionnaire

PART I: MEMBERSHIP COMMITTEE GENERAL PROCEDURES

A. CHARGE --

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

Yes! We are to promote increased membership and spotlight members, as well as the organization.

B. ARTICLES AND BYLAWS STATEMENTS --

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]

Don't think so.

C. COMPOSITION OF COMMITTEES --

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?

There ought to be a member from each state (and Puerto Rico). That way we'd have a SEAALL contact person for each new member from his/her state.

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

Yes! Also, it would be helpful (and easier on the chair) to operate if only half the committee members rotated off each year. This is a large committee, and it's time consuming to indoctrinate large groups on the operating procedures of the committee. Perhaps we could keep half of the current committee and replace the other half next year.

D. RESPONSIBILITIES -- Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

Yes! You did a great job!

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

Since a lot of these projects/responsibilities are new, procedures appear to be in place. Revisions may be necessary once we actually begin implementing these new projects and activities when we see where something might not be working.

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES --

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

Yes, except for "E. 6 - Program". Should this read: "relevant to the charge of the MEMBERSHIP Committee"?

2. Question: Should other committees be included?

No.

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there specific expenses of the Membership Committee that have traditionally been absorbed by the chapter?

I don't know because I'm not sure what the Membership Committee did in the past!

G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair
These lists reflect what I should have received from the previous chair!
What I received was an e-mail on 5/1/96 (see attached). I'm still waiting....
2. Question: Are there other items that you wanted to receive?
I'd like to receive sample letters as enumerated in "I. Forms".

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Membership Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?
Feb/March - receive list of new members attending SEAALL annual meeting so they may be recognized by name at Business Meeting.
(At SEAALL business meeting at AALL, we might just ask new members to stand and introduce themselves.)

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Membership Committee that should be included? Do you have copies?
Can't think of anything. I received nothing from previous years.

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

- A. Are there Membership Committee deadlines that need to be added to the General Chapter Calendar?
Don't think so.

Owen, Frosty, 01:46 PM 5/1/96 -, RE: SEAALL Membership Committe

From: fowen@hunton.com (Owen, Frosty)
To: sburch@pop.uky.edu (Sue Burch)
Organization: Hunton & Williams
Date: Wed, 01 May 1996 13:46:26 -0400
Subject: RE: SEAALL Membership Committee

Sue, I will send you the file I have on Membership. Please call or e-mail me if you have any questions.

Frosty

Still waiting!

From: Sue Burch
To: Owen, Frosty
Cc: jshell
Subject: SEAALL Membership Committee
Date: Wednesday, May 01, 1996 1:16PM

Hi Frosty! Jim Heller has asked me to chair the Membership Committee

this year and suggested that you might be willing to share with me the kinds of activities you directed/coordinated last year.

Do you have past Membership files, or can you just let me know what you all did? I remember at one time the Membership Committee

sent out letters to new members welcoming them to SEAALL. Was that done? Is there a form letter?

Jim has indicated that this Committee will be responsible for the SEAALL Directory, and Pam Williams (from Florida) is willing to continue putting that together for us.

So, any information, suggestions, ideas, files, etc. you have that you might pass on to me will be greatly appreciated! THANKS.

Sue Burch
Assistant Director/Administrative Librarian
University of Kentucky Law Library
Lexington, KY 40506-0048

Printed for Sue Burch <sburch@pop.uky.edu>

1

PART III: QUESTIONS SPECIFIC TO MEMBERSHIP COMMITTEE:

Question: In your correspondence with Jim, in the section on Calendar of Responsibilities, you have noted that you would "Contact the Program Chair with new members's names for badges". Wouldn't it be easier to arrange with the Local Arrangements Committee to have a check-off box on the Registration Form?

✓ Yes! Much easier to let Local Arrangements people design a form where new members check a "box". Someone would still need to let the Membership Com. chair know the names so that these new members could be recognized at the Business Meeting.

Question: In the section where you suggest we recognize retiring members, how would you handle the potential requests for life membership?

Very carefully! Perhaps the Bylaws need to be changed. We may want to set up some criteria which need to be met. Right now the Bylaws merely state a person has to have been a member for at least 10 years and be retired. I think a life membership ought to be an honor bestowed upon members.

Question: Should the Membership Committee be the group that recommends folks for life membership?

Maybe. Several different plans come to mind:

1. Petition for life membership might be sent to the Chair of the Membership Com. Either the entire committee or a subcommittee could review the petitions and decide if the name would be put forth for a vote by the membership. Or the committee could just vote and make the decision.
2. Petition for life memberships could also be sent to the SEAALL Board who would decide if (a) the name would be put forth for a vote by the entire membership or (b) the name would be sent to the Membership Com. which would make the decision (entire committee or subcommittee).
3. If anything is to be done, I think that some guidelines need to be set out. Life memberships ought to be for those who have true longevity in SEAALL (at least 15 or 20 years!). We might also consider their contributions to SEAALL. Have they been an officer, committee chair(s), served on lots of committees over the years, brought recognition to SEAALL through their service in AALL, etc. Once these are in place, it will be easier to select "life members".
4. If money is the issue, then perhaps we need another category for retired members -- maybe half of a "regular" membership. Our dues are fairly inexpensive compared to other professional organizations. This might help those who are on a fixed or limited budget.

Anyway, this may be something that needs to be discussed by the entire membership. I'm a "newer" member (under 10 years), and don't know the history of life memberships. Is there a reason not to have it a bit more organized in terms of selection than the way it currently is set up??

From: Donna Bausch <dbausch@leo.vsla.edu>
Subject: SEAALL Handbook Redux
To: Hazel Johnson <hjohnson@tusc.net>
Date sent: Mon, 14 Oct 96 17:46:15 EDT

Hazel-

Jim clarified the June report for me to my satisfaction - so please ignore my earlier posts. I wish this could be called something else or better explained somehow - since it's really the committee's action plan for the year rather than a report, isn't it?

How was Captiva?

Donna Bausch
dbausch@leo.vsla.edu

From: "Joyce Manna Janto" <janto@uofrlaw.urich.edu>
Organization: University of Richmond
To: hjohnson@tusc.net
Date sent: Tue, 15 Oct 1996 15:28:16 EDT
Subject: SEAALL handbook revisions
Priority: normal

Hazel,

Sorry to miss your deadline. Just when I thought I was catching up with everything going on around here I had an accident and lost a couple days of work. Nothing terribly serious, but annoying.

So, enough of my sob story. I have reviewed the material you sent and think it looks very good. But a change has been made by the Executive committee that need to be reflected in the Articles and Bylaws Committee section. Jim thought, for continuity sake, that it would be a good idea to have the vice-president, president and the immediate past president (with the pp serving as chair) make up the articles and bylaws committee. Considering that that most of the changes in the bylaws come about because of Executive Committee actions, this is a good way to make sure that nothing gets lost in the shuffle.

There are also some changes being made to the bylaws this year. The Government Relations Committee and the Service to SEAALL Committee will be added to the list of standing committees. We will also be adding a section for the special election of officers (in the case of resignation of president-elect, secretary or treasurer). We will also be adding a provision to allow a voice vote on amendments to the articles and bylaws. These changes are all necessary, since they reflect areas in which the current language of the articles either contradicts language in other provisions, or procedures are not clearly spelled out on how the chapter should operate.

The calendar you composed looks comprehensive. The only thing I would add would be a tag line along with the newsletter deadlines for the spring and winter issues, is that this would also be the deadline for the publication of any article or bylaw changes, if they are to be acted upon at the next SEAALL business meeting.

OK 2/7

As for reimbursement, I think that SEAALL should offer reimbursement of things like postage and actual costs for copying chapter materials. This would encourage those who work in institutions that will not pick up expenses to volunteer for committee work. However, I would also support either a ceiling on the total amount to be reimbursed each year (a budget similar to the one given to AALL committee chairs) or else have expenses approved in advance by the Executive Committee. With almost all of the Committee having access to e-mail, this is not a lengthy process.

I think it would be an excellent idea for the secretary to announce the results of the election. This is the logical conclusion to the

report on the number of ballots mailed out, returned, and invalidated. Immediately after that announcement the secretary can ask for a motion that the ballots be destroyed.

As a personal aside, I saw in the membership committee section you added some questions about the procedure for someone to become a life member. I have asked Jim to put a proposed change to the bylaws on how one becomes a life member of SEAALL on the agenda for the Executive Committee. I believe you were at the meeting at which Erwin Surrency was proposed for life membership. It was a little embarrassing since he was actually present at the meeting and I think many people felt that to vote against the proposal would be to "vote" against Erwin. I feel that life membership should be granted -upon application - by the Executive Committee.

Joyce

Joyce Manna Janto
Acting Director of the Law Library
janto@uofrlaw.urich.edu
804/289-8223



Carol D. Billings
Director

Law Library of Louisiana
Supreme Court Building, Room 100
301 Loyola Avenue
New Orleans, LA 70112-1814

OK
2/7

Phone: 504-568-5705
Fax: 504-568-5069

FAX Transmission

TO: Tim Coggins for Hazel Johnson

AT: 205 - 348 - 1112

FROM: Carol Billings

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AT _____

MESSAGE:

Tim - I thought I had faxed this
late Thurs. afternoon before I went to
Chicago Fri. a.m. When I returned today,
I discovered that it hadn't gone through.
I'm sorry that I've missed Hazel's
deadline.

Thanks!

C.

10 Hazel from Carol

Hi Tim!

October 10, 1996

Dear Hazel:

Sorry for this quick and dirty message that I said I'd send days ago. I head for the Citation Comm. meeting in Chicago early tomorrow. I'll call first of the week. I'm so anxious to know about U. of R.

Anyway--what B.K. and I told the library school students:

Different environments law librarians work in and clientele we serve -- *Job opportunities + salaries*

Nature of legal collections and legal publishing

Electronic services and types of information available--how they affect our collections and work habits

Public relations and political considerations in our workplaces

The importance of participation in professional associations

Continuing education opportunities

Committee and SIS participation

Other association services--placement, mentoring, CONELL, networking

Cultivating personal skills--writing, speaking, political savvy, knowledge of government affairs, other professional and public policy issues we become involved in

I'll call and we'll talk about wedding stuff and all that.

Luv,

C.

SEAALL HANDBOOK REVISION

Committee Questionnaire

PART I: NOMINATING COMMITTEE GENERAL PROCEDURES

A. CHARGE —

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

yes

B. ARTICLES AND BYLAWS STATEMENTS —

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]

OK as is

C. COMPOSITION OF COMMITTEES —

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?

About 5 to get good geographical & type of library diversity

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

*Probably not appropriate for Nominations
Committee*

D. RESPONSIBILITIES — Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

OK as is

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

OK new

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES —

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

yes

2. Question: Should other committees be included?

OK I think

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there any specific expenses of the Nominating Committee that have traditionally been absorbed by the chapter?

I don't think so

G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

yes

2. Question: Are there other items that you wanted to receive?

*Should be good to have master list of all
candidates - winners + losers*

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Nominating Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?

no

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Nominating Committee that should be included? Do you have copies?

no

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

- A. Are there Nominating Committee deadlines that need to be added to the General Chapter Calendar?

*Oct 15 deadline for submitting candidate
suggestions to committee.*

SEAALL Handbook Questionnaire
page 4**PART III: QUESTIONS SPECIFIC TO THE NOMINATING COMMITTEE:**

Question: According to an old issue of the *Southeastern Law Librarian* (April 1990), a standard form for candidate biographical information was developed. Has this survived the transfer of files? If so, is there an electronic copy? (I'll take paper if that's all I can get).

*I don't know - will look into this +
do new one if necessary*

OK
2/7

LOYOLA UNIVERSITY SCHOOL OF LAW
7214 St. Charles Ave.
New Orleans, LA 70118
Fax Number: (504) 861-5895

FAX COVER SHEET

Date:

10/14/96

To:

Tim Coggins
(for Hazel L. Johnson)

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205 348-1112

From:

Trina Robinson

Telephone Number:

504 861-5546

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SEALL Questionnaire

Committee Questionnaire

PART I: PLACEMENT COMMITTEE GENERAL PROCEDURES

A. CHARGE -

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

Yes, but ~~I would alter it slightly to put the responsibility of initiating contact of employers about potential employees on the SEAALL member.~~

The Placement Committee assists chapter members searching for new positions by communicating the availability of new positions. The committee also

B. ARTICLES AND BYLAWS STATEMENTS - (see following page)

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? *[Please review the general committee section which includes additional statements as you consider this question.]*

No.

C. COMPOSITION OF COMMITTEES -

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?

~~4 or less.~~ Larger groups are somewhat unmanageable and usually only 3-4 committed members do most of the work.

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

Yes. One year is a pretty short period of time to really familiarize yourself with the Placement Committee's duties and responsibilities and to get good at carrying out the duties & responsibilities.

D. RESPONSIBILITIES -- Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

Yes.

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

Yes.

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES --

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

Yes.

2. Question: Should other committees be included?

No.

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there specific expenses of the Placement Committee that have traditionally been absorbed by the chapter?

Since the Placement Committee has not incurred any expenses thus far and do not expect to incur but minimal expenses in the future (copies, binders, etc.), I don't feel I can really speak to this issue.

J. Committee Charge (cont.)

serves as liaison between SEAALL members and prospective employers at the initiation (request) of the SEAALL member.

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

Yes.

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

Yes.

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES --

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

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2. Question: Should other committees be included?

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Since the Placement Committee has not incurred any expenses thus far and do not expect to incur but minimal expenses in the future (copies, binders, etc.), I don't feel I can really speak to this issue.

G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

I still have not received any information from the previous committee chair.

2. Question: Are there other items that you wanted to receive?

All information available should be passed on.

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Placement Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?

None I'm currently aware of.

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Placement Committee that should be included? Do you have copies?

I think the employer and employee forms are most relevant to Placement. I do not have in my possession a copy of either of these forms, but maybe if you have copies you could fax me one of each.

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

A. Are there Placement Committee deadlines that need to be added to the General Chapter Calendar?

Not that I am currently aware of.

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SEARCH Questionnaire

SEAALL HANDBOOK REVISION**Committee Questionnaire****PART I: PLACEMENT COMMITTEE GENERAL PROCEDURES****A. CHARGE —**

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1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

Yes, but I would alter it slightly to put the responsibility of initiating contact of employers about potential employees on the SEAALL member.

The Placement Committee assists chapter members searching for new positions by communicating the availability of new positions. The committee also

B. ARTICLES AND BYLAWS STATEMENTS — (see following page)

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]

No.

C. COMPOSITION OF COMMITTEES —

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?

4 or less. Larger groups are somewhat unmanageable and usually only 3-4 committee members do most of the work.

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

Yes. One year is a pretty short period of time to really familiarize yourself with the Placement Committee's duties and responsibilities and to get good at carrying out the duties & responsibilities.

D. RESPONSIBILITIES – Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

Yes.

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

Yes.

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES –

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

Yes.

2. Question: Should other committees be included?

No.

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are other there specific expenses of the Placement Committee that have traditionally been absorbed by the chapter?

Since the Placement Committee has not incurred any expenses thus far and do not expect to incur but minimal expenses in the future (copies, binders, etc.), I don't feel I can really speak to this issue.

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[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

I still have not received any information from the previous committee chair.

2. Question: Are there other items that you wanted to receive?

All information available should be passed on.

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Placement Committee. It should be reviewed in conjunction with the General Chapter Calendar].

1. Question: Are there other deadlines that should be included?

None I'm currently aware of.

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Placement Committee that should be included? Do you have copies?

I think the employer and employee forms are most relevant to Placement. I do not have in my possession a copy of either of these forms, but maybe if you have copies you could fax me one of each.

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

- A. Are there Placement Committee deadlines that need to be added to the General Chapter Calendar?

Not that I am currently aware of.

J. Committee Charge (cont.)

serves as liaison between SEAALL members and prospective employers at the initiation (request) of the SEAALL member.



College of Law Library
The Florida State University
Tallahassee, Florida 32306-1043

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2/6

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SEAALL HANDBOOK REVISION

Committee Questionnaire

PART I: NEWSLETTER/PUBLIC RELATIONS COMMITTEE GENERAL PROCEDURES

A. CHARGE —

[Editor's Comment: For consistency purposes, modifications may have been made to the charge as you suggested to Jim.]

1. Question: Does the charge as presented in the Handbook document reflect what you understand the charge for your committee to be?

Yes.

B. ARTICLES AND BYLAWS STATEMENTS —

[Editor's Comment: These are the statements relevant to the committee that appear in the chapter articles and bylaws.]

1. Question: Are there other articles/bylaws statements that would be useful to you as a committee chair? [Please review the general committee section which includes additional statements as you consider this question.]

No.

C. COMPOSITION OF COMMITTEES —

[Editor's Comment: This section will provide guidance to the committee chair and to the incoming President when making committee appointments.]

1. Question: Is there a maximum or minimum number of members that would provide for optimum committee functions?

The committee needs
1) production manager, 2) advertising manager
3) public relations coordinator 4) Seaall briefs coordinator
5) reminder - ev.

2. Question: Will the proposal that committee members be appointed to two-year terms be beneficial to the functioning of the committee and to the transition from year to year?

help. Yes.

Structured on/off would also

D. RESPONSIBILITIES – Projects

[Editor's Comment: This section is revised to document specific project responsibilities of the committee and the procedures attached to those responsibilities. Since all the committees proposed new projects for the coming years, all procedures may not be established yet.]

1. Question: Are all committee projects listed? Please edit the enclosed document if not.

unfortunately, yes

2. Question: Do the procedures for specific committee projects/responsibilities reflect existing committee procedures as you know them to be? Please edit the enclosed document if not.

~~Distribution: library schools in SE region~~

E. RELATIONSHIP TO SEAALL OFFICERS/OTHER COMMITTEES –

[Editor's Comments: This section attempts to define some of the specific relationships between chapter committees.]

1. Question: Does the text reflect your understanding of the committees or officers your committee interacts with?

yes

2. Question: Should other committees be included?

no

F. REIMBURSEMENT

[Editor's Comments: The chapter has very informal policies on the reimbursement of expenses. This section is an effort to define these policies.]

1. Question: Are there specific expenses of the Newsletter/Public Relations Committee that have traditionally been absorbed by the chapter?

no

G. CHAPTER RECORDS

[Editor's Comments: The preservation of chapter history is very important. Transferring records to the chapter archives is part of that process.]

1. Question: Do these lists reflect what you received from the previous committee chair

yes

2. Question: Are there other items that you wanted to receive?

no - ~~just~~ but where are the chapter archives located?

H. CALENDAR

[Editor's Comments: This calendar reflects specific annual responsibilities and deadlines for the Newsletter/Public Relations Committee. It should be reviewed in conjunction with the General Chapter Calendar.]

1. Question: Are there other deadlines that should be included?

no

I. FORMS

[Editor's Comments: The Handbook is a method of preserving the standardized forms developed for chapter activities. If you have electronic versions of any of the forms listed or other relevant forms, please send a copy on disk when you return this document.]

1. Question: Are there other forms relevant to the chapter in general or the Newsletter/Public Relations Committee that should be included? Do you have copies?

no

PART II: GENERAL CHAPTER CALENDAR

[Editor's Comments: The general chapter serves as an overall guide for the chapter and reflects deadlines that could affect the entire membership.]

- A. Are there Newsletter/Public Relations Committee deadlines that need to be added to the General Chapter Calendar?

never mind
Should A/R on General Committee Guidelines
be sure as

SEALL Handbook Questionnaire
page 4

PART III: QUESTIONS SPECIFIC TO NEWSLETTER/PUBLIC RELATIONS COMMITTEE:

Question: In the Responsibilities section, under Projects, I've listed a number of sections that typically occur in each issue of the newsletter and also some specific announcements that should appear in specific issues. I picked up some of them from previous issues and others from your correspondence with Jun. When relevant, these same sections also appear on the calendar for the committee who is responsible. Please review and let me know if sections are missing or if the issue is incorrect.

OK

From: Self <Single-user mode>
To: "Connie M. Matzen" <cmatzen@smithlaw.com>
Subject: Re: Guidelines for Newsletter Editor
Date sent: Thu, 21 Nov 1996 16:59:04

I'm planning to create a section (it has no name yet) for Pam (as long as she wants this duty and whoever assumes it after her), the handbook editor and the registered agent. Keeping a separate section for this "administrative" long term responsibilities than to try to cram them into the other structure. Does this make sense to you?

Hazel

From: Self <Single-user mode>
To: "Connie M. Matzen" <cmatzen@smithlaw.com>
Subject: Re: Guidelines for Newsletter Editor
Date sent: Thu, 21 Nov 1996 17:01:14

For the Handbook, I'm creating a section (it has no name yet) for Pam (as long as she wants this duty and whoever assumes it after her), the handbook editor and the registered agent. Keeping a separate section for this "administrative" long term responsibilities than to try to cram them into the other structure since those positions are not truly committee chairs and have much interaction with other committees (Pam, in particular, since she does all the mailing labels for anything that any committee mails). Does this make sense to you?

Hazel

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "'Hazel Johnson'" <hjohnson@tusc.net>
Subject: Guidelines for Newsletter Editor
Date sent: Thu, 21 Nov 1996 12:56:53 -0500

Hello! Just had a call from someone looking for the name of the person who maintains SEAALL's membership database. My question is: Should not Pam's name be listed in the SEAALL listing of Committee Chairs? And is this something that the Editor is responsible for? Or should the Board formally appoint Pam to be the keeper of the Membership List, so that she is automatically listed as a "Committee Chair." What do you think?

Thanks so much!

Connie Matzen
Director of Library Services
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan
P.O. Box 2611, Raleigh, NC 27602-2611

(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen @smithlaw.com

From: "Connie M. Matzen" <cmatzen@smithlaw.com>
To: "'Hazel L. Johnson'" <hjohnson@tusc.net>
Subject: RE: Guidelines for Newsletter Editor
Date sent: Fri, 22 Nov 1996 10:33:30 -0500

Sounds great - whatever will ensure (be obvious) to the newsletter editor that this person is to be listed along with the committee chairs. I know that new committee chairs might not be aware of Pam's role, name, phone number, so they have to make several calls to get to "the person in charge of the membership rolls" and this is the situation that I'm trying to address. Thanks.

Connie Matzen
Director of Library Services
Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan
P.O. Box 2611, Raleigh, NC 27602-2611

(919) 821-6658 / FAX (919) 821-6800 / E-mail cmatzen @smithlaw.com

>-----
>From: ☐ Hazel L. Johnson[SMTP:hjohnson@tusc.net]
>Sent: ☐ Thursday, November 21, 1996 12:01 PM
>To: ☐ Connie M. Matzen
>Subject: ☐ Re: Guidelines for Newsletter Editor
>
>For the Handbook, I'm creating a section (it has no name yet) for Pam (as
>long as she wants this duty and whoever assumes it after her), the
>handbook editor and the registered agent. Keeping a separate section
>for this "administrative" long term responsibilities than to try to
>cram them into the other structure since those positions are not
>truly committee chairs and have much interaction with other
>committees (Pam, in particular, since she does all the mailing labels
>for anything that any committee mails). Does this make sense to you?
>
>Hazel
>
>
>*****
>Hazel L. Johnson
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